Table of Contents

Introduction

Overview

Welcome	Welcome to *Using Wide Area Workflow Receipt and Acceptance (WAWF-RA).* This guide will help you learn about how to use WAWF-RA as a Vendor. *Note – The acronym WAWF-RA and WAWF are used interchangeably throughout this guide. You will also hear them used interchangeably when talking to others. Both are acceptable.*

Additional information	This guide will provide you basic information on how to get started in WAWF-RA. For additional information and training on WAWF-RA please go to the following Web pages:
	
	WAWF-RA Production home page
	  https://wawf.eb.mil
	
	WAWF-RA Training Database (great place to practice using WAWF-RA)
	  https://wawftraining.eb.mil
	
	WAWF-RA On-line Training Course (great place to begin learning WAWF-RA) **www.wawftraining.com**

Benefits	WAWF-RA supports the Department of Defense (DoD) initiatives for paperless payment processing through the use of Electronic Commerce. WAWF-RA meets these initiatives and provides vendors the means to create and submit invoices, receipt and acceptance documents electronically in WAWF-RA from their system directly into all 5 of the DoD entitlement systems through data sharing and electronic processing. WAWF-RA provides global accessibility to all WAWF-RA users and eliminates the potential for lost or misplaced documents during the DoD payment cycle.

References   Department of Defense Reform Initiative Directive (DRID) #43 – Defense-wide Electronic Commerce dated May 20, 1998.

Section 8, DoD Authorization Act FY01, mandates that DoD implement automated invoicing, receipt and acceptance.

Office of the Under Secretary of Defense memorandum: Subject: Deployment of Wide Area Workflow – Receipt and Acceptance (WAWF-RA), dated April 1, 2002.

Office of the Secretary of Defense memorandum: Subject: Wide Area Workflow Implementation dated February 6, 2003.

DFARS 252.232-7003 Electronic Submission of Payment Requests.

WAWF Role   The following are the different roles that may be used during the WAWF-RA process.

Vendor. A person, who is authorized under a government contract to create, submits, correct, and view documents in WAWF-RA. Vendors access to WAWF-RA is limited by registration under the firms Cage Codes.

Receiver/Inspector. A government representative who is responsible for the receipt of supplies, equipment, and services. A receiver can inspect, receive, reject, correct and view documents in WAWF-RA.

Acceptor. A government representative who is responsible for the acceptance of goods or services. The acceptor is authorized to inspect, accept, reject, correct and view documents in WAWF-RA.

Local Processing Official (LPO). A government representative who is responsible for certifying documents prior to being forwarded to DFAS. The LPO is authorized to reviews, certifies, and may enter lines of accounting data. The LPO role is mandatory for all Departments of the Navy entitlement system payments. This role is optional under other payment processes, with this function.

Government Payment Official. A government representative who is responsible for the payment review and processing of documents in WAWF-RA. The payment official can recall, reject, or view documents in WAWF-RA.

Group Administration Manager (GAM). The GAM is responsible for activation, deactivation of users who self-register under their Cage Code in WAWF-RA. There are vendor GAMs and government GAMs.

Chapter 1- Getting Started in WAWF

Overview

Introduction Before you begin to learn the basic WAWF-RA functionality it is very beneficial to learn about Contractor Central Registry and the Electronic Document Access (EDA). We will then guide you through the EDA and WAWF-RA registration process.

In this chapter This chapter contains the following topics.

- Verify EB POC information in CCR
- Establishing or Updating EB POC in CCR
- Registration for EDA
- Self-Registration in WAWF-RA
- How to Change Your WAWF-RA Temporary Password
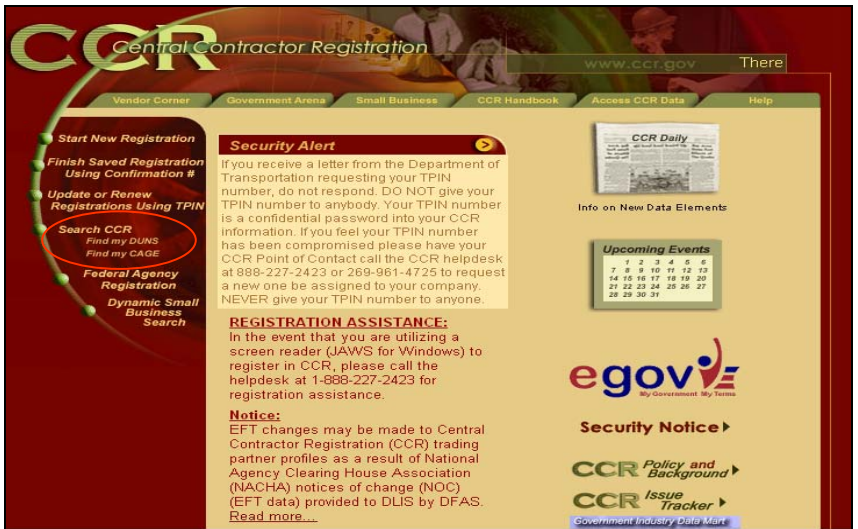- Use of EDA System

Verifying the EB POC in CCR

Introduction   In order to register in WAWF-RA you must have an Electronic Business Point of Contact.

Procedure   Follow the steps below to verify who is listed as your EB POC in CCR.

Step	Action
1	Go to http://www.ccr.gov Result: Home page screen opens.
2	Click Search CCR.
3	Enter your "Cage Code" into the Cage Code Field or enter your company name in the "Legal Business Name or DBA": field and click **Search**.

Procedure (continued)

Step	Action
4	Scroll to the bottom of the page and review the inquiry Results. • **IF** someone is listed as the EB POC **THEN** your EB POC is established. Procedure is complete. • **IF** there is no EB POC listed at the bottom of your profile **THEN** Refer to the "Establishing or updating the EB POC n CCR"section for a detailed procedure.

Establishing or updating the EB POC in CCR

Introduction   In order to register in WAWF-RA you must have an Electronic Business Point of Contact.

Procedure   Follow the steps below to establish/update your EB POC in CCR.

Step	Action
1	Go to http://www.ccr.gov Result: Home page screen opens.
2	Click Update or Renew Registrations Using TPIN option.
3	Enter your DUNS number and TPIN code.
4	Select Points of Contact.
5	Scroll down to the Electronic Business Point of Contact fields. When that page comes up, scroll down to the Electronic Business Point of Contact fields (these should be the ones closest to the bottom). Input your information and click the validate/save button.
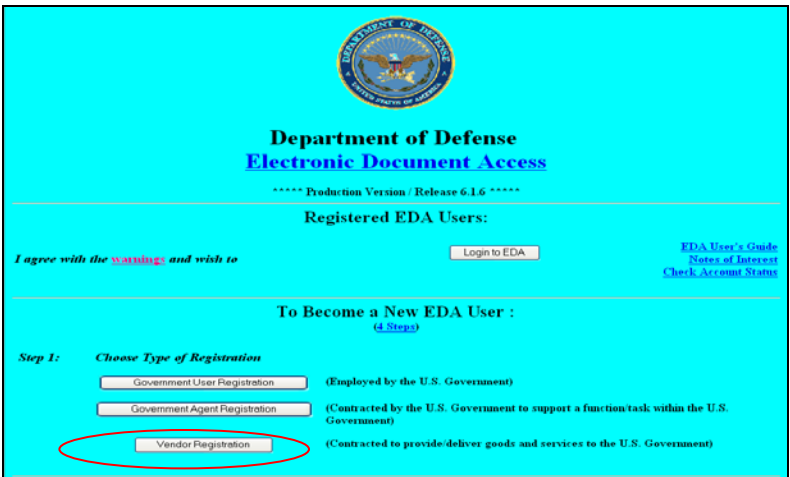
Registering for Electronic Document Access (EDA)

Introduction   EDA is a virtual filing cabinet for the storage and retrieval of multiple types of government contracts. As a vendor you are authorized to view contracts awarded under you Cage Code.
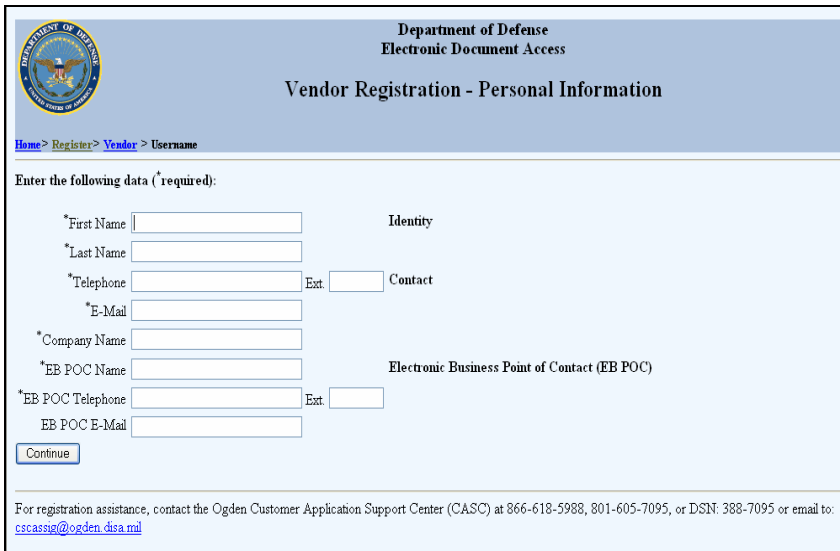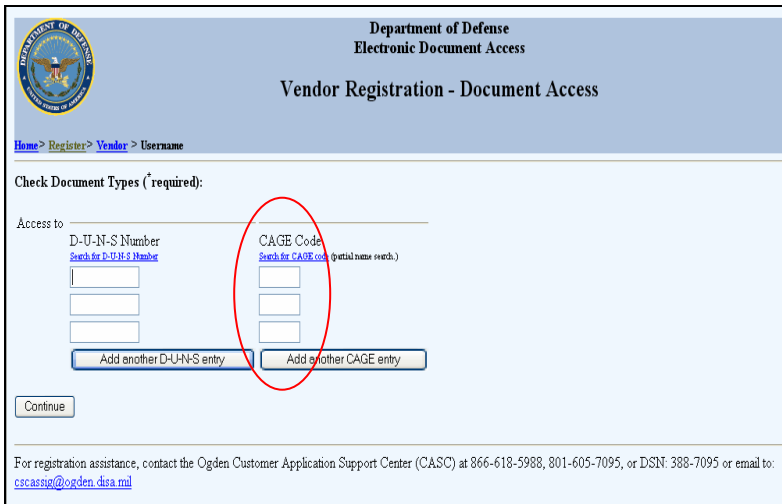
Procedure   Follow the steps below to register to use EDA:

Step	Action
1	Go to the EDA web site at http://eda.ogden.disa.mil/ Result: Home page screen opens.
2	Click Vendor Registration.
3	Click "EDA Registration Form" under Username/Password.

Registering for Electronic Document Access (EDA), Continued
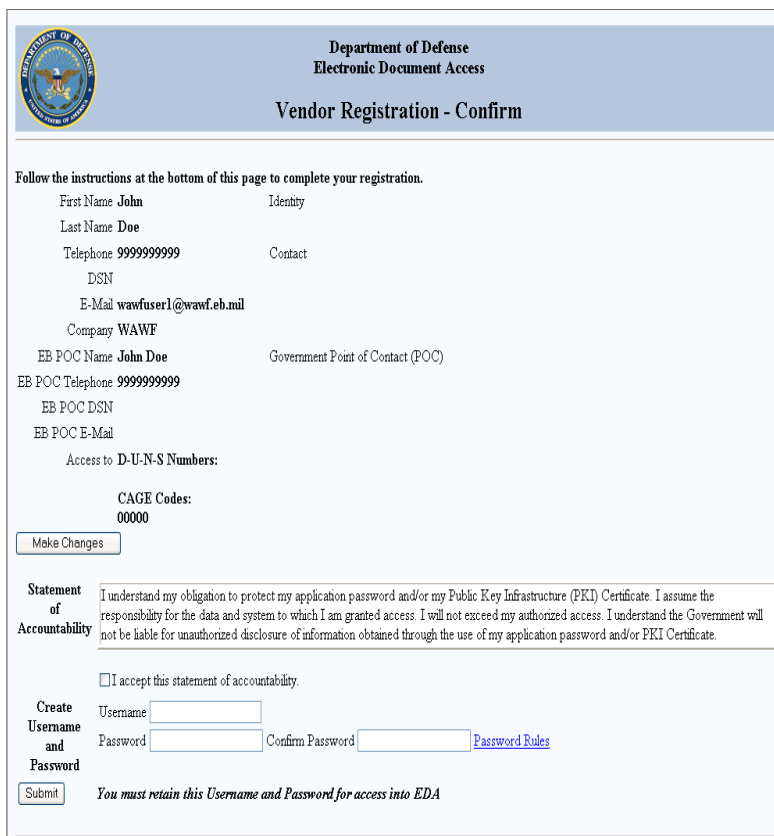
Procedure (continued)

Step	Action
4	Complete the EDA Registration form. **Note: The asterisk denotes a mandatory field.**
5	Click Continue. Result: Vendor Registration – Document Access screen opens.
6	Enter your "CAGE code(s)". **DUNS number is optional.**

Registering for Electronic Document Access (EDA), Continued

Procedure (continued)

Step	Action
7	Click Continue. Result: The Vendor Registration - Confirm screen opens.
8	Confirm registration: • **Verify/review** the information entered. If correction is required, click the Make a Change button to update information. • **Read** the Statement of Accountability. Check the acceptance box. • **Create** your username and password. Password must be exactly 8 characters. (See next page for detail information).

Procedure (continued)

Step	Action
9	Click **Submit**. Result: The Acknowledgement screen opens. *Note: Your EB POC must email an activation request to cscassig@ogden.disa.mil to activate all user registrations.*
10	Wait for EB POC approval.
11	Users will be emailed an activation notice it is important to follow the instructions in the email notification. Please click the registration link in the email to activate your account in EDA. Once account is activated, the User may enter and log into EDA via the EDA web site. *Note: If your account has not been activated within 4 business days, contact your EB POC or the Helpdesk for assistance (866) 618-5988, (801) 605-7095 or DSN: 388-7095 or with email at cscassig@ogden.disa.mil (Subject: EDA Assistance).*

Registering for Electronic Document Access (EDA), Continued

EDA Password Rules

The password must be a minimum of <u>eight</u> (8) characters.

The password must include the following:

- One letter

- One number

- One of the following special characters:! * +, - / : ' ? & ; _ ( ) ` # $ %

The password cannot contain the first three- (3) letters of the user's first or last name.   The password cannot contain the logon Username.

Password Expiration and Reuse

- EDA System *Lock*
  After three (3) successive failed logon attempts, the system will be unavailable for a period of time. It is recommended that you close the browser, then retry later.

- EDA Passwords are valid for 90 days.
  EDA will prompt the user for a new password when the 90-day limit is met or exceeded for a user.

- The Password Change Grace Period is set at ten (10) days.

  The Grace Period is the period of time after the password has expired in which a user can submit a change. During the grace period, the user will be prompted to change their password each time they log on to EDA. After the ten- (10) day grace period, the user will be denied access and can <u>only</u> be reinstated by your Electronic Business Point of Contact (EB POC).

- A 365-day password reuse period is enforced within EDA.
  A specific password cannot be reused within EDA until 365 days have passed since the password's expiration.

Registration Approval

Your EB POC will complete the EDA registration approval. The EB POCs should:

- Verifying the user's identity
- Verifying the document access requested (based on "need to know")
- Validating the user's registration application
- Maintaining access documentation on each user for audit purposes.

Using EDA
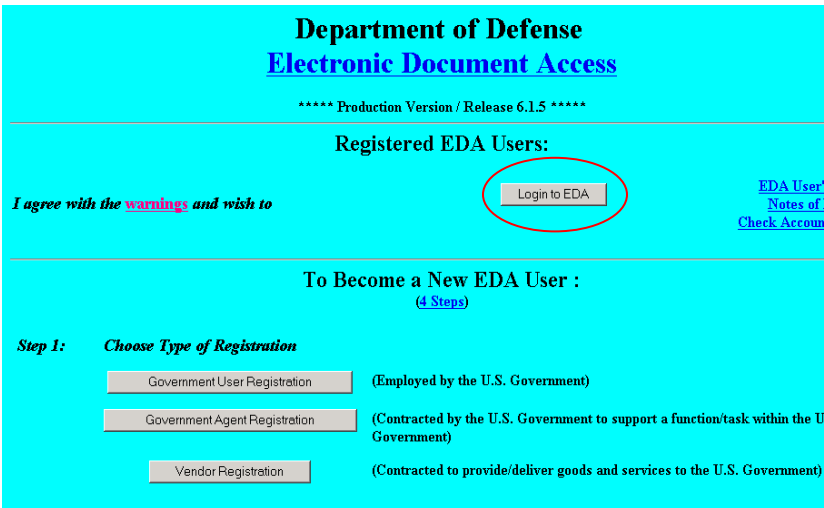
Introduction   Using EDA can be beneficial to your success in WAWF-RA. The reasons are:

- EDA provides online access to virtually all of your Department of Defense (DoD) contracts.

- WAWF-RA uses index information listed in EDA to route your billing documents from your location to the payment office and provides CLIN detail to properly bill invoice and receiving reports in WAWF-RA.

EDA contracts provide you with "points of contact" for Government Contracting Officers, Government Acceptors, and lists your payment office
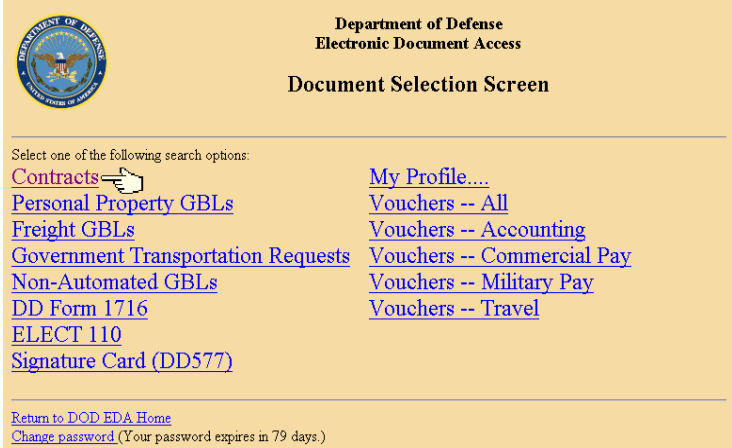
Procedure   Follow the steps below to access EDA.

Step	Action
1	Go to the EDA web site at http://eda.ogden.disa.mil
2	Click Login to EDA. **Department of Defense** **Electronic Document Access** ***** Production Version / Release 6.1.5 ***** Registered EDA Users: *I agree with the warnings and wish to* [Login to EDA] EDA User' Notes of Check Accoun To Become a New EDA User : (4 Steps) Step 1: Choose Type of Registration [Government User Registration] (Employed by the U.S. Government) [Government Agent Registration] (Contracted by the U.S. Government to support a function/task within the U Government) [Vendor Registration] (Contracted to provide/deliver goods and services to the U.S. Government)

Using EDA, Continued

Procedure (continued)

Step	Action
3	Select index server by username/password.
4	Click on "Contracts" to open the selection sub-menu.

Using EDA, Continued
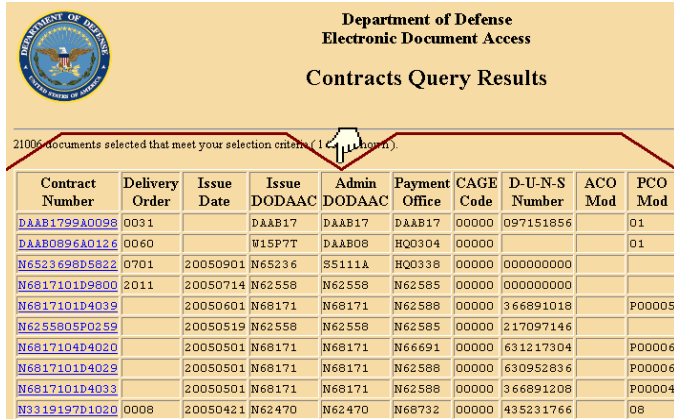
Procedure (continued)

Step	Action
5	Select Search option. *Note: There are several search options to query on. In this procedure we will use "Contract Listing Query by example".*
6	Enter search criteria.
7	Click **View Search Results** to retrieve contracts.

Using EDA, Continued

Procedure (continued)

Step	Action
8	Click on the contract number hyperlink and follow screen instructions to open your contract. **Department of Defense** **Electronic Document Access** **Contracts Query Results** 21006 documents selected that meet your selection criteria (1 of them shown). | Contract Number	Delivery Order	Issue Date	Issue DODAAC	Admin DODAAC	Payment Office	CAGE Code	D-U-N-S Number	ACO Mod	PCO Mod
---	---	---	---	---	---	---	---	---	---
DAAB1799A0098	0031		DAAB17	DAAB17	DAAB17	00000	097151856		01
DAAB0896A0126	0060		W15P7T	DAAB08	HQ0304	00000			01
N6523698D5822	0701	20050901	N65236	S5111A	HQ0338	00000	000000000		
N6817101D9800	2011	20050714	N62558	N62558	N62585	00000	000000000		
N6817101D4039		20050601	N68171	N68171	N62588	00000	366891018		P00005
N6255805P0259		20050519	N62558	N62558	N62585	00000	217097146		
N6817104D4020		20050501	N68171	N68171	N66691	00000	631217304		P00006
N6817101D4029		20050501	N68171	N68171	N62588	00000	630952836		P00006
N6817101D4033		20050501	N68171	N68171	N62588	00000	366891208		P00004
N3319197D1020	0008	20050421	N62470	N62470	N68732	00000	435231766		08	 *Note: WAWF-RA uses EDA index line information to pre-populate WAWF-RA routing information.*

Using EDA, *Continued*

Procedure (continued)

Step	Action
9	Locate on the EDA or hard copy contract (as shown below) your EDA routing code DoDAACs.

NOTE: Should your contract not be found in EDA, your hard copy contract contains your WAWF routing DoDAACS.

Note: All items circled items below are DoDAACs you may need to route and create a document in WAWF-RA.

Using EDA, Continued

Procedure (continued)

Step	Action
10	Contract Line Item Number (CLIN) data can be located on your contract in EDA or your hard copy contract. CLIN data must be used to build your documents in WAWF-RA.
	ITEM NO 0002 SUPPLIES/SERVICES QUANTITY 1 UNIT Each UNIT PRICE $11,654.00
	Reimbursables
	FFP
	Provide MEDEVAC ready room and dispatcher equipment at Hood Army Airfield, for the period 31 MAY - 30 SEP 2005. These items become Government property upon completion of the contract.
	PURCHASE REQUEST NUMBER: MEDSO5-RNG0-000G
	Note: the CLIN number is listed under the "Item NO" on most
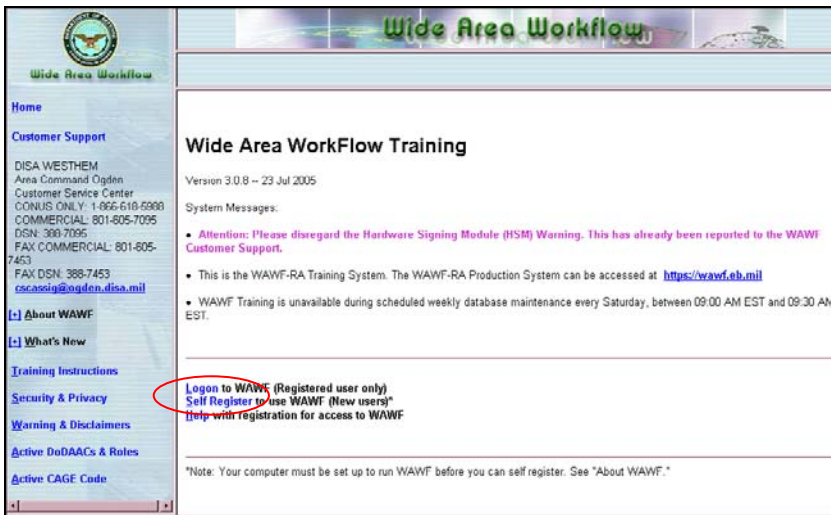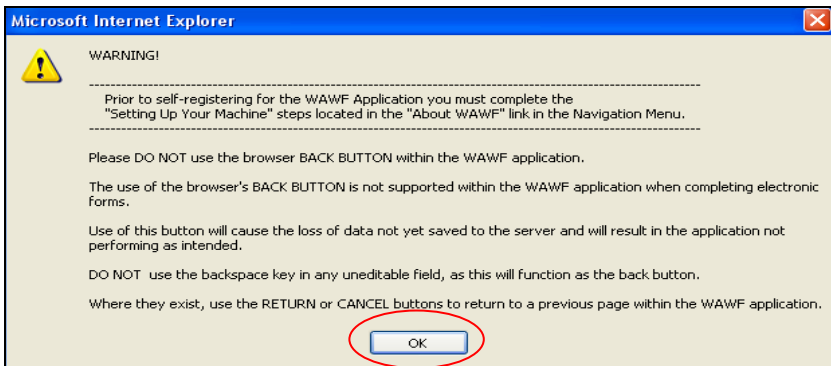
Registering in WAWF-RA

Introduction   In order to use the WAWF-RA application you will need to self-register. There are several roles you may register for etc. GAM, Vendor and Vendor View Only.

Procedure   Follow the steps below to self-register in WAWF-RA.

Step	Action
1	Go to https://wawf.eb.mil Result: Home page screen opens.
2	Click Self-Register. *Note: The Warning Message and follow instructions.*
3	Click **OK.** Result WAWF Self-Registration screen opens.

Registering in WAWF-RA, Continued

Procedure (continued)

Step	Action
4	Enter in all required fields. Everything that has an asterisk (*) is a required field.
5	Click **Continue.**
6	Click the radio button labeled **User ID and Password.**
7	Click **Continue.**
8	Enter in a "User ID". Please create your own**.** (It must be a minimum of 8 characters long).

Registering in WAWF-RA, Continued

Procedure (continued)

Step	Action
9	Click **Continue**.
10	In the "Role" drop down menu, choose one of the following roles, "Group Administrator", "Vendor" or "Vendor View Only". **WAWF Self Registration** * indicates mandatory field **Role** Group Administrator Continue Return Page Help
11	Click **Continue**.
12	Enter your "CAGE Code**"**. *Note: Do not enter anything in the "Extension" field unless you want to create a CAGE code subgroup.* Result: Security box is displayed.
13	Click **OK**. Microsoft Internet Explorer The location code entered, 1M3W0, is in the VENDOR group. Do you wish to register as group administrator of this group? OK Cancel

Registering in WAWF-RA, Continued

Procedure (continued)

Step	Action
14	Review the Profile information you have entered. If you need to register for another role or additional cage code click on the Add icon ⊞ under "Role Information" and repeats steps 8-12. *Note1: The edit icon ✎ allows you can edit your profile information* *Note 2: The delete icon 🗑 allows you to delete your previously entered information.*
15	Click on the check box next to **Statement of Accountability**.
16	Click **Register Now** (you must submit the form for it to be valid). Result: After registration is completed Ogden will automatically email a self-registration notice to the registrant and the GAM. *Important: Upon your activation of your account, by your GAM, an email will be sent to you. The email will contain a one-time temporary password for your initial logon. You will need to change your temporary password.*

How to Change Your WAWF-RA Temporary Password

Introduction   After you self-register an email will be sent to your GAM. After your GAM activates your account You will receive an email that contains a one-time temporary password for your initial logon. You will need to change your temporary password.

Procedure   Follow the steps below to change your temporary password.

Step	Action
1	Go to https://wawf.eb.mil Result: WAAWF Home page screen opens.
2	Click **Logon**
3	Enter your "User ID" and temporary password from the email and click **Submit**.
4	You will be prompted to change your temporary password.
5	Enter your new password and retype to confirm it. *Note: Refer to page instruction to construct password.*
6	Click **Submit**.

Chapter 2 - WAWF-RA Administrative Tasks

Overview

Introduction This chapter describes how to navigate the WAWF-RA system, as well as important features of the interface. Additionally you will learn how to log on as a vendor.

Learning Objectives Upon completion of this chapter, you will be able to

Use the home page and menu sidebar.
Log on to WAWF-RA with a **User ID and password**.
Change your password
Update your User Profile
Add additional user roles and Cage codes.

In this chapter This chapter contains the following topics.

- Using the menu on the WAWF-RA Home Page
- Logging on to WAWF-RA (User ID & Password)
- Logging Off WAWF-RA
- Updating Your Profile Information
- Changing Your Password
- Adding an Additional Role
- Reset Password

Using the menu on the WAWF-RA Home Page

Introduction   The WAWF homepage contains several important links to general information for all users. This information is also updated with each new release of WAWF so it will remain current.

Homepage   Below is the WAWF homepage. Note the system message displayed in pink. This message will change as needed. It is important to read this each time you log into WAWF so that you stay current on any important messages.
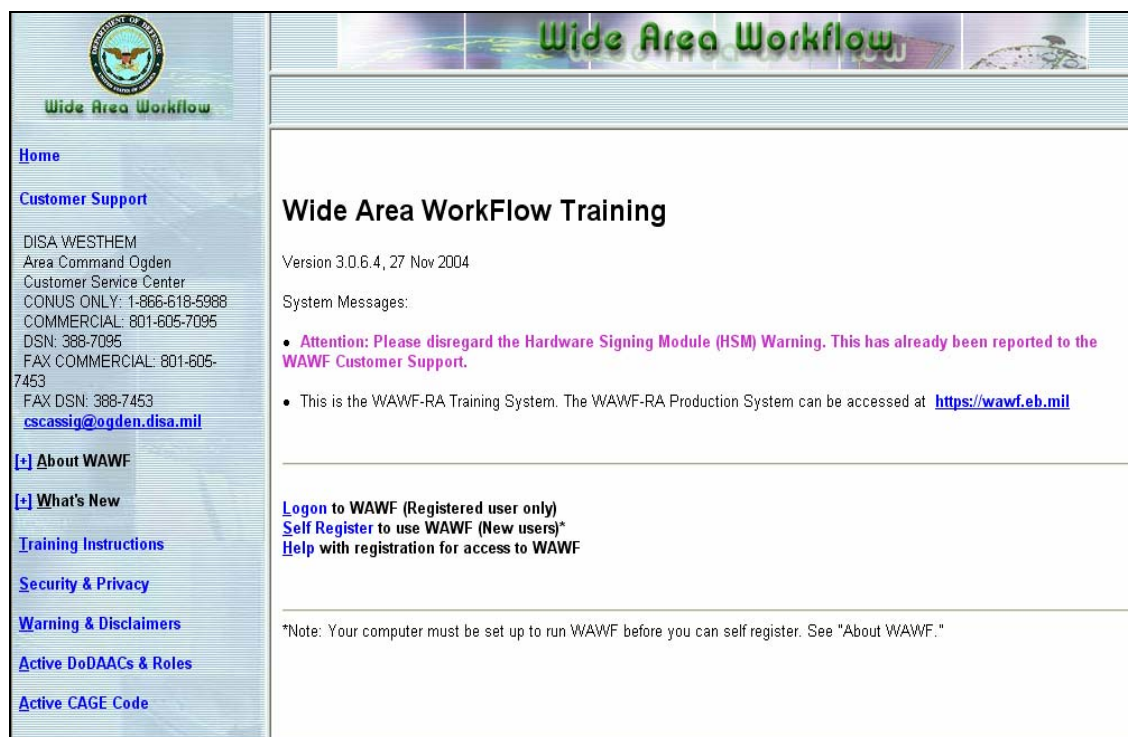
Customer Support   The Defense Information Systems Agency (DISA) is available via phone or email for your WAWF-RA technical support. The Help Desk will issue a trouble ticket and work to resolve the problem. Trouble tickets are used to monitor system wide errors and are used to resolve problems and provide immediate assistance for similar system problems.

About WAWF-RA link

The About WAWF-RA link contains important links for new users to WAWF-RA –

- Functional Information – includes background on the system and some of the same information you saw in the overview.
- Setting Up Your Machine – Desktop – includes detailed instructions for setting up your computer to use WAWF-RA.
- Setting Up Your Machine – Wireless – for wireless application.
- Access Web Based Training – The Web-based training is an excellent reference and educational site for initial training in WAWF-RA. It also is excellent for refresher training, new releases and when new employees come on board.
- Frequently Asked Questions (FAQ)
- Deployment Checklist – This deployment checklist is for DoD entities that are new to WAWF-RA. The checklist identifies steps necessary to begin using the WAWF-RA application.

What's New link

Provides information about what is new in WAWF-RA for previous and current system release enhancements.

Security & Privacy link
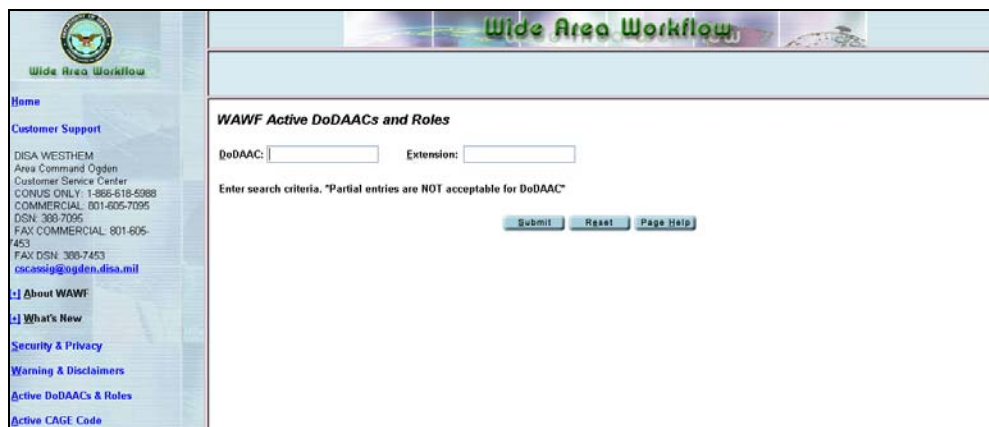
Provides the notice describing the security and privacy of WAWF-RA.

Using the menu on the WAWF-RA Home Page, Continued

Active DoDAACs & Roles link

Predominately used by vendors to verify if DoDAAC codes listed on the contract are active in WAWF-RA system (etc. Ship To/Service Acceptor or LPO).

Note: Department of Defense Activity Address Code (DoDAAC) is a 6 position code that uniquely identifies a unit, activity or organization.

Active CAGE Code link

The Active Cage Code link is used when a Government user needs to determine if a vendor has active users registered within WAWF-RA.
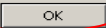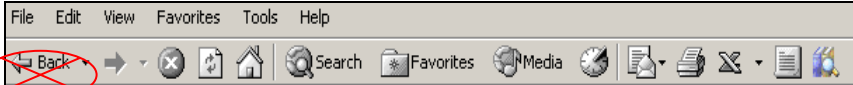
Logging onto WAWF-RA

Introduction In order to create a document in WAWF-RA you would need to Logon. You will need to have self-registered to Logon to WAWF-RA. If you have not already self-registered, refer to page 23 "How to Self-Register in WAWF-RA".

Procedure Follow the steps below to Logon to WAWF-RA.

Step	Action
1	Go to https://wawf.eb.mil Result: WAWF-RA Home page screen opens.
2	Click **Logon**. **Logon** to WAWF (Registered user only) **Self Register** to use WAWF (New users)* **Help** with registration for access to WAWF Result: Warning is displayed alerting you to NOT use the browser BACK BUTTON within the WAWF-RA application.
3	Click **OK**. WARNING! Please DO NOT use the browser BACK BUTTON within the WAWF application. The use of the browser's BACK BUTTON is not supported within the WAWF application when completing electron forms. Use of this button will cause the loss of data not yet saved to the server and will result in the application not performing as intended. DO NOT use the backspace key in any uneditable field, as this will function as the back button. Where they exist, use the RETURN or CANCEL buttons to return to a previous page within the WAWF applicatio OK *Note: When navigating within the WAWF-RA application, always use the WAWF-RA navigation buttons or hyperlinks to move to new pages or go back to previous pages. Do not use the "Back" and "Forward" buttons provided by your browser, use of these buttons may result in a user being logged out and possible loss of data.* File Edit View Favorites Tools Help Back Search Favorites Media

Logging onto WAWF-RA, Continued

Procedure (continued)

Step	Action
4	**Enter your "User ID" and "Password".** WAWF - Logon **User ID** [ ] **Password** [ ] [Select Certificate] [Submit] [Return] [Page Help] **Reset Password**
5	Click **Submit**. Result: Your user Menu screen opens.

Logging off WAWF-RA

Logging Off   Another important thing to learn about WAWF-RA is how to log off.

When you are finished working in WAWF-RA, you should log off by clicking on the **Home/Log** out on the top left side.
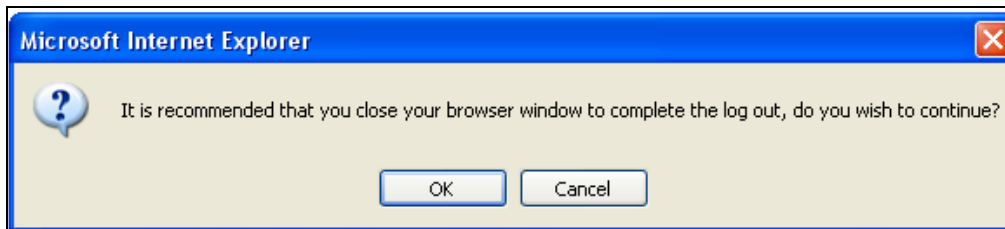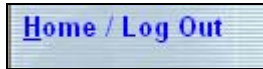
It's important to log off properly for security reasons. If you do not log off, anyone with access to your computer can view and manipulate documents in WAWF-RA.

Important -   WAWF-RA has a security time-out function that limits the WAWF-RA
Session   session to approximately 30 minutes of inactivity. If you have not used
Time-out   WAWF-RA within 25 minutes, a pop-up message activates.

The pop-up window gives you a choice of selecting **OK** to continue working, or Cancel to end the session at the regularly scheduled loss of session (in approximately 5 minutes).

If you do not Click OK when the pop-up window activates, your session will be timed out. All data that you have entered but not submitted will be lost. You must log back in to continue working.
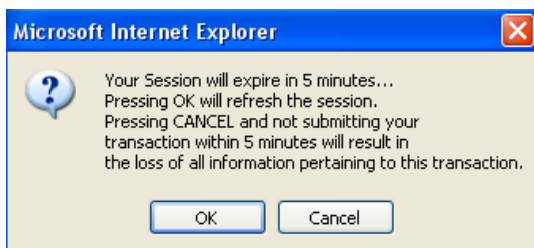
Description of the Side Bar Menus (after log-on)

Sidebar Menu – top   After you have logged on to WAWF-RA, a new sidebar menu appears.

At the top are the Home/Log Out link and the Maintenance links that include:

- My Profile Maintenance
- My Role Maintenance
- Add Additional Role
- Password Maintenance (displayed if User Id & Password used to log on to WAWF)
- Contractor GFP Receiver
- Contractor GFP Shipper
- Group Administers

Below these links is the specific WAWF role submenu, displaying the roles you have registered for. It provides access to all the document actions you can perform in WAWF-RA.

Description of the Side Bar Menus (after log-on), Continued

Sidebar Menu - bottom

Let's look at the bottom section of the Inspector/Acceptor sidebar menu. These links will allow you to view important reference information.

FTP/EDI Guides & Other Supporting Documents

GFP FTP/EDI Guides & Other Supporting Documents

Software User's Manual

Submit New Requirements

Display Units of Measure Table

Display Foreign Currency Code Table

Display DCMA Admin DoDAACs

Display PAY DoDAACs

Display Misc. Pay Types

Direct Bill Authority Look Up

Find DCAA DoDAAC in Audit Office Locator

Pay Status (myInvoice)

Reference Link	Description
FTP/EDI Guides & Other Supporting Documents	Contains procedures and forms needed for Vendors to submit documents to the WAWF-RA system using file transfer protocol (FTP) or electronic data interchange (EDI).
GFP FTP/EDI Guides & Other Supporting Documents	Contains procedures and forms needed for Vendors to submit documents to the WAWF-RA system requiring GFP using File Transfer Protocol (FTP) or Electronic Data Interchange (EDI).
Software Users Manual (SUM)	This an on-line user's reference guide for using the WAWF-RA system.
Submit New Requirements	The link is only used to create and submit new System Change Requests. You should contact the Help Desk for specific problems with the WAWF-RA production or the hands-on training system.
Display Units of Measure Table	This link is used to determine the correct 2-digit unit of issue listed on your contract.
Display Foreign Currency Code Table	Allows you to enter the abbreviation of the currency code as indicated in the contract for payment. Indicates the associated country.
Display DCMA Admin DoDAACs	Search by City for valid Defense Contract Management Agency (DCMA) Admin DoDAACs in WAWF.
Display PAY DoDAACs	Lists all the active payment office DoDAACs in WAWF.
UID Software Users Manual	Supplement to the on-line Software User's Manual (SUM) as it applies to the Unique Identifier (UID), which is being added to the Receiving Report for Version 3.0.4.
Direct Bill Authority Look Up	Enter valid CAGE Code to determine if it is authorized for direct billing. DCAA users use this feature to determine if their site has direct cost voucher authority.
Find DCAA DoDAAC in Audit Office Locator	Links to the DCAA web site to access the DCAA Audit Office Locator to search by zip code to identify corresponding DCAA DoDAAC.
Pay Status (myInvoice)	Links to the myInvoice web site to identify payment status on contracts in WAWF.

Updating Your Profile Information

Introduction   **My Profile Maintenance** allows you update your profile information you established when you registered in WAWF.
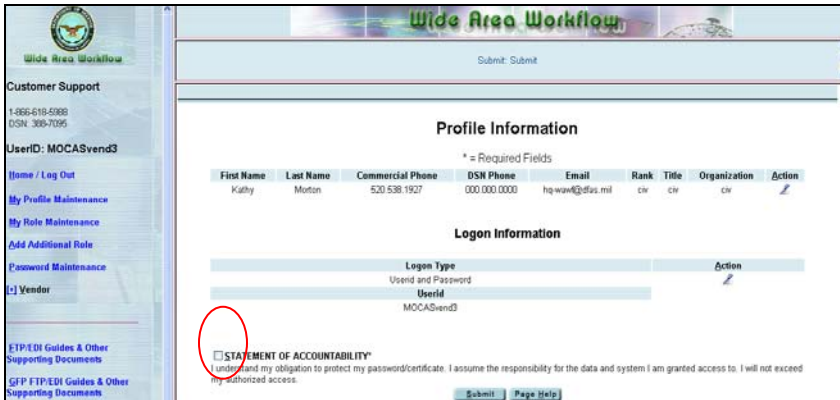
Procedure   Follow the steps below to change your profile information in WAWF-RA.

Step	Action
1	Logon to WAWF-RA. Result: On left-hand side of the screen the submenu opens.
2	Click My Profile Maintenance. *Note: In the top section, you can make changes to your profile information: your name, phone number, emails address, rank, title, or job description.* Result: Profile information screen opens.
3	Click the Edit icon ✎ under Action under "Profile Information" section. Result: The User Profile Information screen opens.

Updating Your Profile Information, Continued

Procedure (continued)

Step	Action
4	Click in appropriate field and re-entering correct information.
5	Click Continue. Result: The Profile Information screen opens.
6	Click on the box next to **Statement of Accountability**.
7	Click **Submit**. Result: A message will appear stating "Your profile information has been successfully updated".
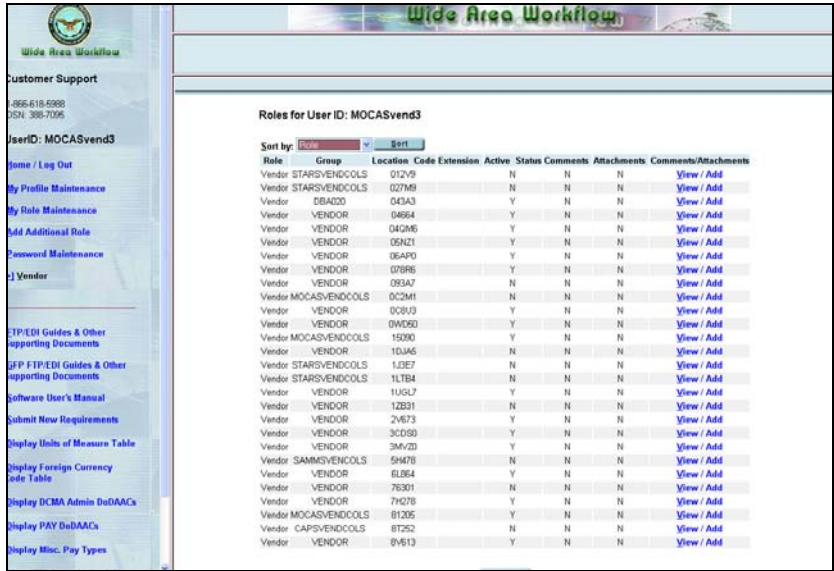
My Role Maintenance

Introduction   My Role Maintenance gives each user the capability to view all the roles and cage code they are registered for. You have the capability to also view comments and add attachments.

Procedure   Follow the steps below to view your profile .

Step	Action
1	Logon to WAWF-RA. Result: On left-hand side of the screen the submenu opens.
2	Click My Role Maintenance. *Note: You can sort by Role, Group, Location Code, Extension, Active Status, Comments, Attachments.*
3	Click on View/Add under Comments/Attachments Result: The add comments and attachment screen opens.

My Role Maintenance, Continued

Procedure (continued)

Step	Action
4	Enter or add comments and attachments and save. User ID: MOCASvend3 Name: Kathy Morton Role: Vendor Location Code: 012V9 **Comments** **Add a new comment:** Save Comment **Attachments** Browse... Add Attachment Attachments: Return Page Help
5	Click return to return back to Role for User
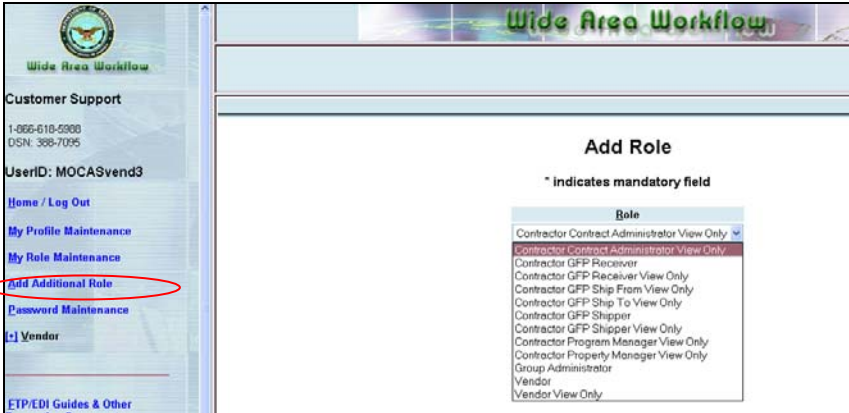
Adding an Additional Role

Introduction   **Add Additional Role** allows you to add additional
User roles
Cage codes
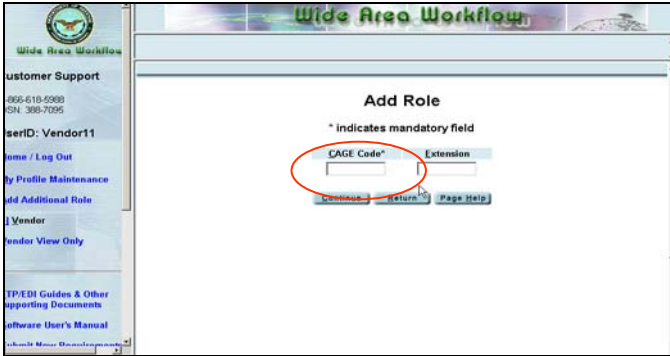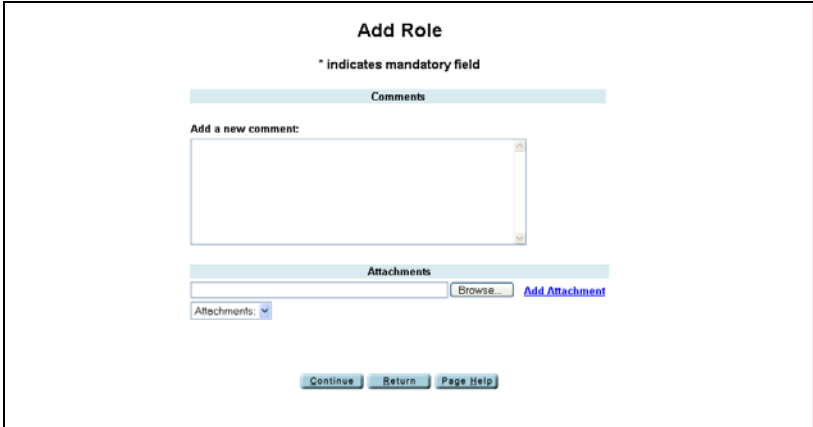
Procedure   Follow the steps below to add an additional role in WAWF-RA:

Step	Action
1	Logon to WAWF-RA. Result: On left-hand side of the screen the submenu opens
2	Click Add Additional Role.
4	Click on desired role from the drop down list. Etc.(GAM, Vendor, Vendor View Only).
5	Click Continue. Result: The Add Role screen opens.

Adding an Additional Role, Continued
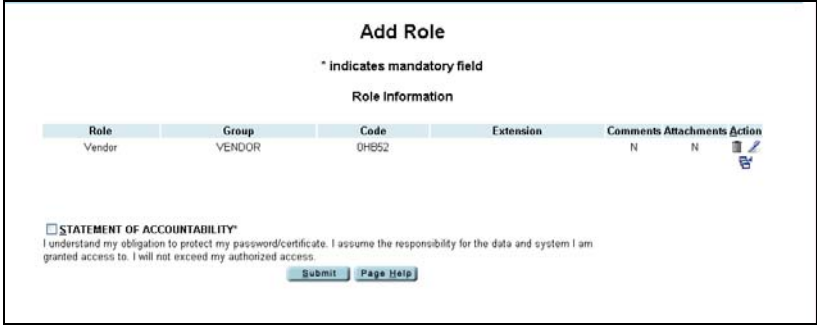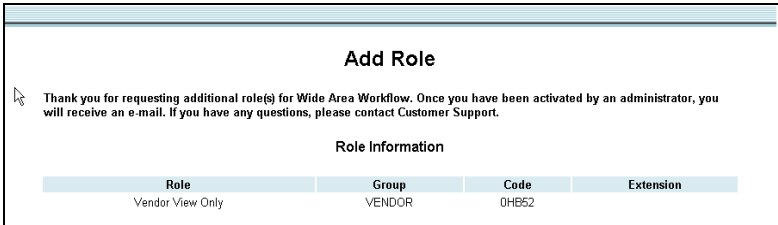
Procedure (continued)

Step	Action
6	Enter CAGE Code. *Note: Do not enter anything in the "Extension" field unless you want to create a CAGE code subgroup.*
7	Enter comments and attachments if needed.
8	Click Continue. *Note: If you need to add another role or additional cage code click on the Add icon 🗗 under "Role Information" and repeats steps 2-7.*

Procedure (continued)

Step	Action
9	Click on the check box next to **Statement of Accountability**. **Add Role** * indicates mandatory field Role Information Role — Vendor, Group — VENDOR, Code — 0HB52, Extension, Comments — N, Attachments — N, Action ☐ STATEMENT OF ACCOUNTABILITY* I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access. Submit Page Help
10	Click **Submit**.
11	You will receive a message. **Add Role** Thank you for requesting additional role(s) for Wide Area Workflow. Once you have been activated by an administrator, you will receive an e-mail. If you have any questions, please contact Customer Support. Role Information Role — Vendor View Only, Group — VENDOR, Code — 0HB52, Extension
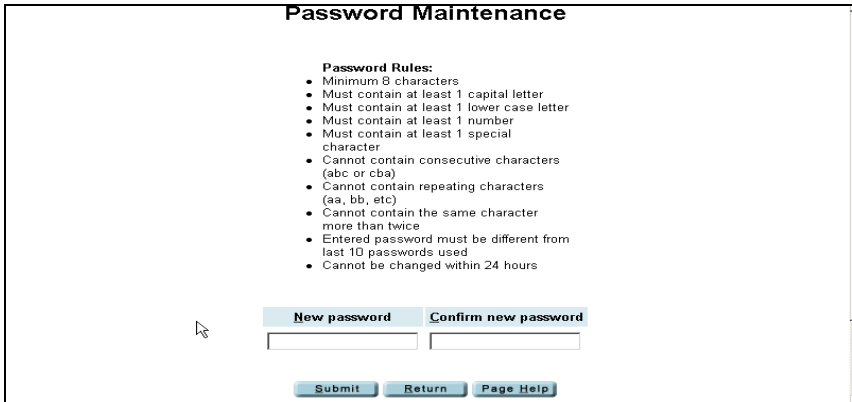
Changing Your Password

Introduction   **Password Maintenance** allows you can change your password.

Procedure   Follow the steps below to change your password in WAWF-RA.

Step	Action
1	Logon to WAWF-RA. Result: On left-hand side of the screen the submenu opens
2	Click Password Maintenance.
3	Enter your current password in the text entry box.
4	Click Continue. Result: The Password Maintenance screen opens.
5	Enter your new password twice. Password formatting guidelines require that every password must:
6	Click **Submit.** *Note: After you have clicked the Submit button, the change is effectively immediately.*
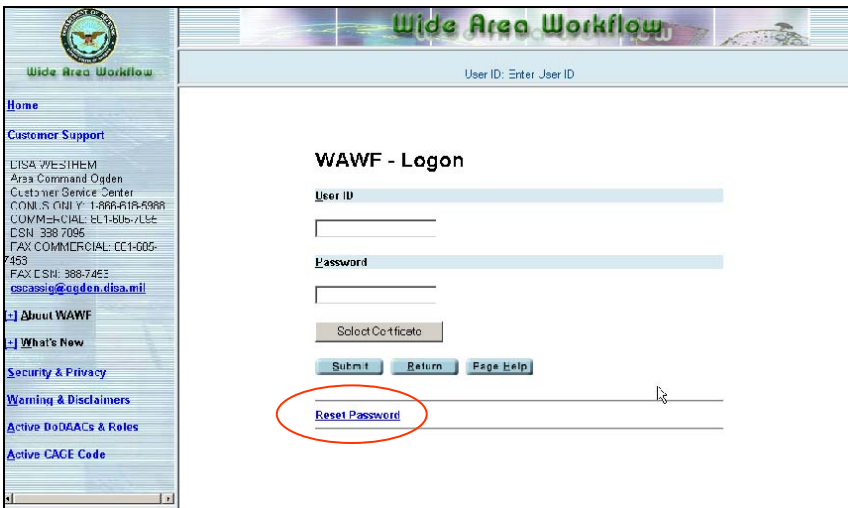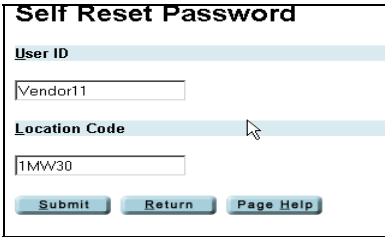
Password Maintenance

Introduction

Resetting Password allows you can reset your password if you have forgotten it.

Procedure

Follow the steps below to reset password in WAWF-RA.

Step	Action
1	Click Logon. Result: WAWF-Logon screen opens.
2	Click Reset Password.
3	Enter your "User ID" and "Location Code (CAGE)".
4	Click **Submit**. *Note: On a successful submit, you will receive a success message and an email will be sent you that will contain a temporary password. If you do not receive email shortly, you will need to contact your GAM or the WAWF-RA Help Desk.*

Government Furnished Property Receiver and Shipper

Vendors now has the ability to electronically capture and submit information in support of the transfer, shipment, and receipt of Government Furnished Property by DoD Contractors. The GFP Shipper and GFP Receipt transactions flow ONLY to the UID Registry for the first phase in WAWF. Vendor has to register for the GFP Shipper and Receiver. For more information refer to the Software User Manual (SUM) or the Web Base Training www.wawftraining.com.

Chapter 3 - Creating Documents

Overview

Introduction   The information you need to complete a document in WAWF-RA comes from the contract via hard copy or EDA and your knowledge of the applicable business process.

If you currently create paper-based documents, you'll find that completing a document in WAWF-RA doesn't require any new or different information.

Required fields in WAWF-RA are denoted by an *. All other fields are optional. If the contract or business process does not require additional information; a user can leave the optional fields blank.

Learning objectives   Upon completion of this chapter, you will be able to
1. Create a stand alone Invoice
2. Create Combo
3. Create a 2-N-1
4. Create Receiving Report
5. Create Cost Voucher
6. Create From Template
7. Creating Documents via Template
8. Create Invoice From Receiving Report
9. Create Receiving Report From Invoice

In this chapter   This chapter contains the following sections:.

Section	Topic
A	Creating an Invoice
B	Creating Combo Invoice
C	Creating a 2-in-1 Invoice
D	Create Receiving Report
E	Other Ways to Create Documents
F	Creating Cost Voucher

Section A - Creating a Stand Alone Invoice

Overview

Introduction
This section explains how to **create a stand-alone Invoice**. In selecting the Invoice a drop down box will appears with several options may choose from. If either option pertains to your contract leave box blank.

Fast Pay clause 213-1 must be in contract to select.

From Receiving Report – if the Receiving Report has been created and now its time to Invoice you have to create the Invoice from Receiving Report, if you don't you will receive a message that this is a duplicate.

From Archived Receiving Report- if the Receiving Report has been in "Processed" status for more than 120 days it moves to archived. You have the ability to create your Invoice to the archive Receiving Report.

More option may appear based on Pay Office DoDAAC selected which is:

From Multiple Shipments- you have the ability to matching multiple Receiving Reports to 1 invoice

From Archived Multiple Shipment - if the Receiving Report has been in a "Processed" status more than 120 days it moves to archived. You have the ability to create your invoice to multiple archived Receiving Reports.

**Stand Alone
Invoice
Workflow**
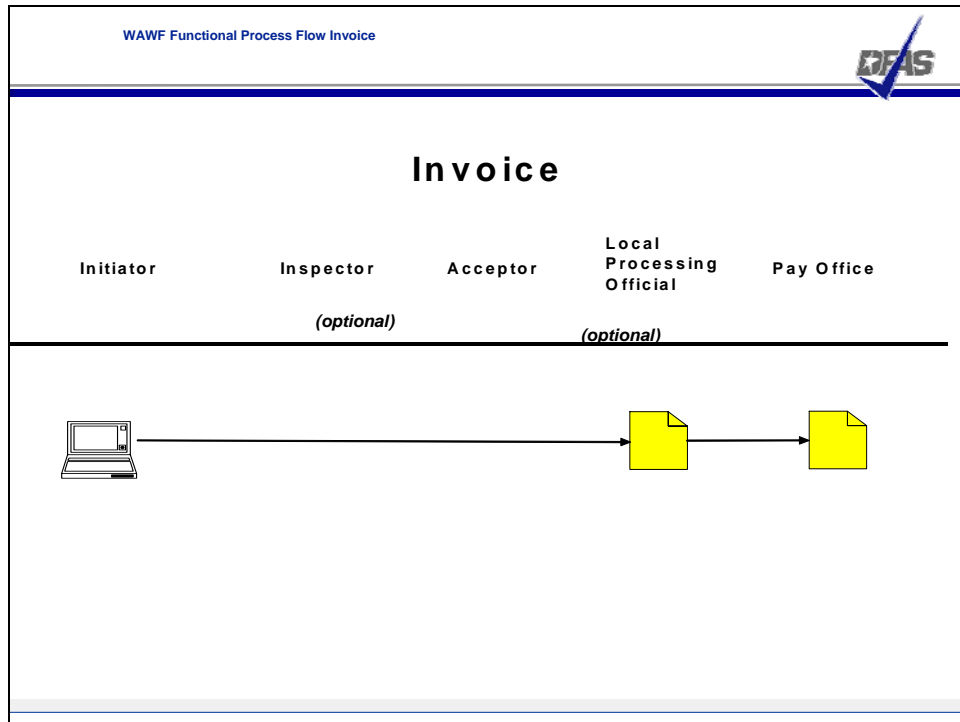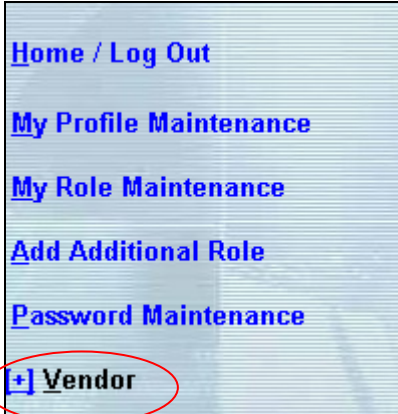
In this section   This section contains the following topics.
- Loading Contract Information
- Description of WAWF Tabs
- Adding a Discount
- Completing Comments Tab
- Miscellaneous Amount Tab
- Completing the Header and Line Item Tab
- Adding Additional Emails

Loading Contact Information

Procedure   Follow the steps below to complete contract information

Step	Action
1	Logon to Wide Area Workflow
2	Click on the **[+]** symbol next to **Vendor** section of the sub menu in the left sidebar. Home / Log Out My Profile Maintenance My Role Maintenance Add Additional Role Password Maintenance [+] Vendor Result: Your drop down features will appear.
3	Click Create New Document. [-] Vendor Create New Document Create Misc. Pay View Vendor Documents Access Rejected Receiving Reports Access Rejected Invoices Result: Create New Document screen opens.

Procedure (continued)

Step	Action
4	Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a required field. *Note: Although the Delivery Order field is optional in WAWF-RA, if your contract has a delivery order number you must enter it in WAWF-RA otherwise leave field blank.*
5	Click Continue.
6	• If contract is not in EDA or you have not entered the contract number correctly an alert box will appear. • If the contract is located in the EDA system, then the WAWF-RA system will pre-populate certain location code fields (DoDAAC/CAGE) on this document. Click **OK**.

Procedure (continued)

Step	Action
7	Enter the "Pay DoDAAC" from your contract if not pre-populated from EDA. **Create New Document** * = Required Fields | Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *
---	---	---	---
F0960305C0050		0HB52	f25700	 Continue Return Reset Page Help
8	Click **Continue**.
9	Select **Invoice**. **Select Document to Create: *** ⦿ Invoice ○ Invoice as 2-in-1 (Services Only) ○ Construction Payment Invoice ○ Commercial Item Financing ○ Performance Based Payment ○ Progress Payment ○ Receiving Report ○ Invoice and Receiving Report (Combo) ○ Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7) Dropdown options: Fast Pay (FAR 52.213-1) From Receiving Report From Multiple Shipments From Archived Receiving Report From Archived Multiple Shipments Continue Return Reset Page Help *Note: Additional Options appear to the right when you select Invoice. If neither of these options applies to your Invoice leave field blank.*
10	Click **Continue**.

Loading Contact Information, Continued

Procedure (continued)

Step	Action
11	Enter in all the required fields if not pre-populate from EDA. Enter optional fields if required per contract. . Everything that has an asterisk (*) is a required field. **Create New Document** * = Required Fields, Date = YYYY/MM/DD **Contract Number** **Delivery Order** **CAGE Code / Ext.** **Pay DoDAAC** F0960305C0050 0HB52 F25700 **Issue Date** **IssueBy DoDAAC** **Admin DoDAAC *** [🔢] [ ] [S0512A] **Ship To Code * / Ext.** **Ship From Code / Ext.** **LPO DoDAAC / Ext.** [HC1001] [ ] [ ] [ ] [ ] [ ] **Document Selected:** Invoice [Continue] [Return] [Reset] [Page Help] *Note: WAWF-RA electronically routes the document based on the location code (DoDAAC/CAGE) fields, so make sure the information is accurate according to the latest contract information.*
12	Click **Continue.** Result: You are now on the Header Tab.

Description of WAWF Tabs

Introduction   The only 2 tabs that are mandatory in WAWF-RA are the Header tab and the Line Item tab. All other tabs are optional but may be required by your contracts specific invoicing instructions. We will list in the following section all tabs that are displayed on the Combo document.

| Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | Misc. Amounts |

Description of tabs   The table below describes each of the tabs found in WAWF.

Tab Name	Description
Header (mandatory tab)	The Header Tab is the first tab used on a WAWF-RA document. It contains, "First page", information such as shipment number/dates, invoice number/dates, and other information required by an "*" in fields listed on your particular document.
Address Tab	The Address Tab lists all of the mailing addresses that correspond to the DoDAACs/CAGE Codes that were used when creating the document.
Discount Tab	The Discount Tab allows you to add a discount on your invoice. Vendors offering cost effective discounts should receive payments within the given invoice discount period.
Mark For Tab	The "Mark For" tab provides you a field to enter supplemental shipping addresses and can be used anytime a shipment needs forwarded to a location other the "delivery address" located on the first page of your contract.
Comments Tab	The Comments Tab provides you a field to enter additional comments on your document.
Line Item (mandatory tab)	The Line Item Tab is where your enter your detail billing information based upon your contracts line item information.
CLIN/SLIN (mandatory entry)	CLIN/SLIN level information. The Initiator details his/her request for payment and material/services that are provided based on his/her contract.
ACRN	The ACRN Tab is for those contract that cite more than one acrn per clin
UID	UID is a new globally unique "part identifier" containing data elements used to track DoD parts through their life cycle. UID Data is encoded into Data Matrix symbols that are applied to parts using Direct Part Marking processes (DPM). The DoD has moved to this transformation technology to facilitate electronic data capture and transmission.

Description of WAWF Tabs, Continued

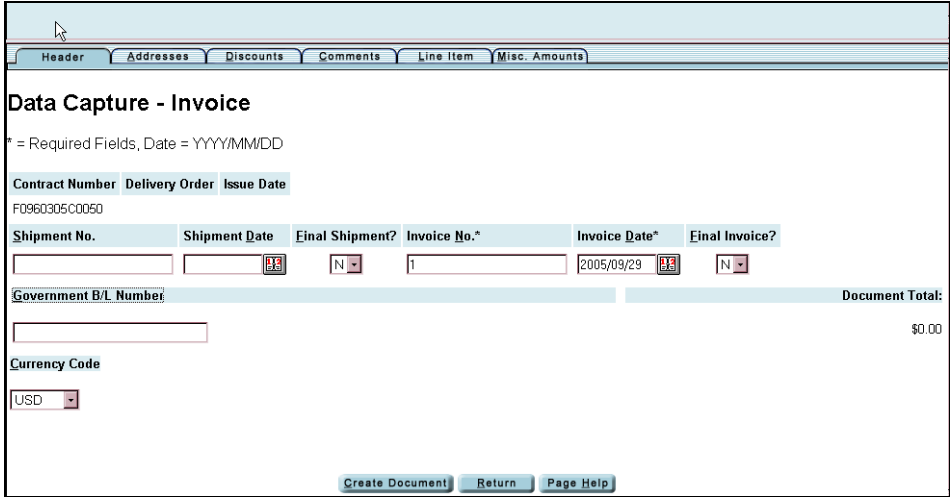**Description of tabs** (continued)

| Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | Misc. Amounts |

Tab Name	Description
Milstrip	The MILSTRIP Number is a government-assigned number used to identify a specific piece of material. The MILSTRIP Number for all parts is to be reported as part of the Line Item.
Pack	The Pack Tab is used to enter **R**adio **F**requency **I**dentification (**RFID**). RFID is an automatic identification method, relying on storing and remotely retrieving data using devices called RFID tags or transponders. An RFID tag is a small object that can be attached to or incorporated into a product, animal, or person. RFID tags contain antennas to enable them to receive and respond to radio-frequency queries from an RFID transceiver. Passive tags require no internal power source, whereas active tags require a power. (For additional information regarding Pack, click the following link: http://www.acq.osd.mil/log/rfid/index.htm.)
MISC Amounts	The MISC Amounts tab allows you to enter miscellaneous charges, credits, and taxes, if authorized under your contract.
Misc. Info.	Misc. Info. Tab appears after you have created your document in WAWF-RA. The Misc. Info tab provides you a complete document history on all documents created against your contracts. Here you will find information such as Invoice receipt dates, acceptance dates, and contact information for any one that has taken action on your documents. This is also where you add attachments to you documents.

Completing the Header Tab

Procedure Follow the steps below to input your information into the Header Tab.

Step	Action
1	Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a required field
2	Verify whether or not this is a Final Shipment and annotate as such in the Drop Down Menu. Result: Header information complete.

Completing the Discounts Tab (Adding a Discount)

Introduction   WAWF allows Vendors to apply discounts to Invoices during document creation. These discounts are at the Document level and not the Line Item level. Documents are displayed with the Invoice / Invoice Received date in **red** and are preceded with a "D," when a discount amount or discount percentage entered, is greater then zero.

Procedure   Follow the steps below to add discounts.

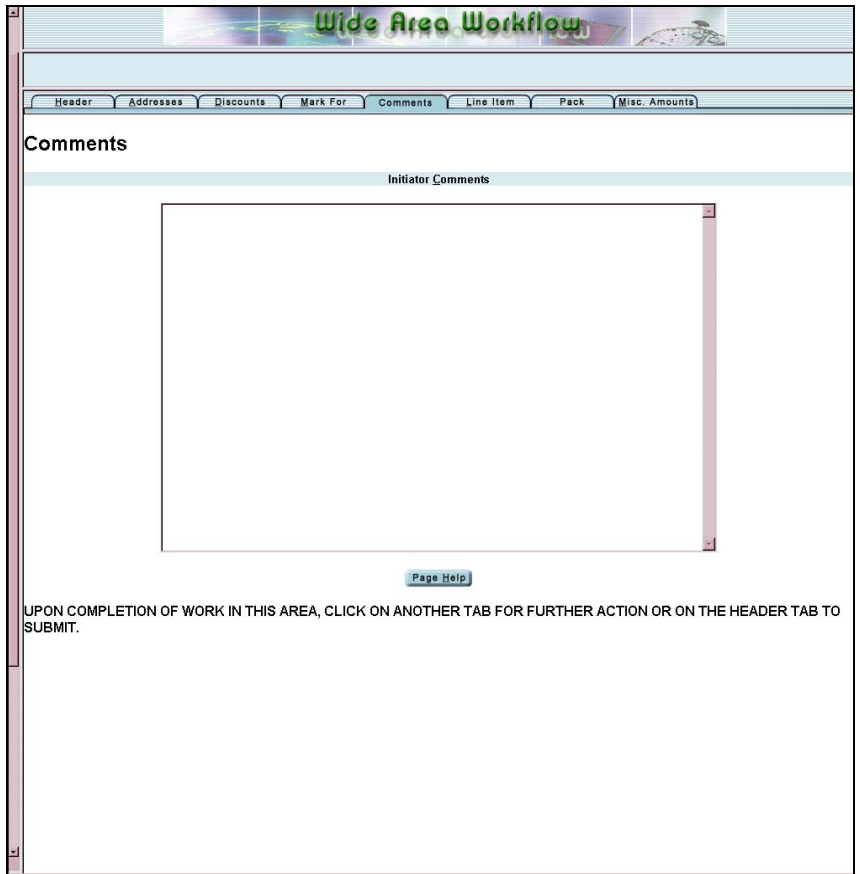| Step	Action
1	Click on the **Discount** tab. *Note; Based on the Pay Office selected you may have several options. In this procedure we will use "Discount Percentage" and "Due Days".*
2	Click on the Add icon under Action.
3	Enter the "Discount Percentage" and "Due Days".
4	Click Save Discount. Result: Document Level Discount Terms screen opens.

Completing the Comments Tab

Introduction   The Comments tab is a free-form data field provided for the document Creator, to enter document-related comments. On certain occasions, for example if the user is submitting a document after a final document has been previously submitted for that contract/delivery order, Initiator-entered comments are mandatory.
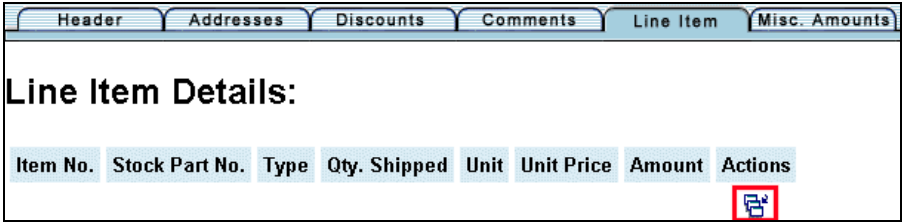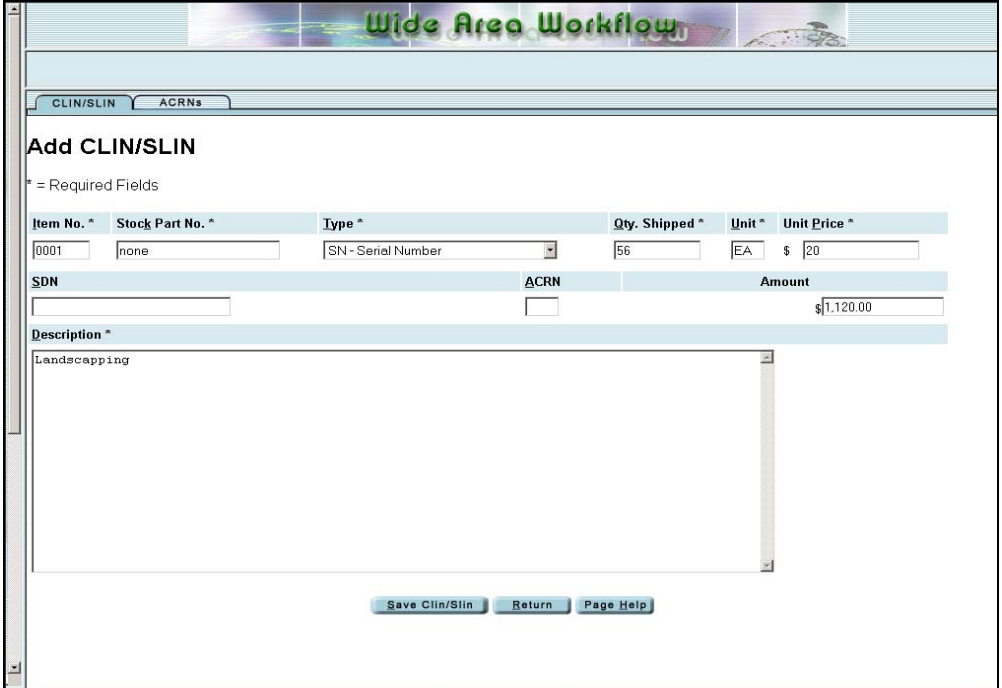
Procedure   Follow the steps to enter comments.

Step	Action
1	Click **Comments** tab.
2	Enter additional comment up to 2000 characters.
3	Complete all tabs required to submit document if not already done so. Return to Header tab to Create Document.

Completing the Line Item Tab (adding CLIN)

Procedure   Follow the steps below to input your information into the Header Tab.

Step	Action
1	Select the Line Item tab.
2	Click the Add icon under the Actions heading to enter the first line item. Result: The Add CLIN/SLIN screen opens.
3	Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a required field (please refer to your contract). *Note: Based on the payment office DoDAAC different tabs may appear. In this example the CLIN/SLIN and ACRN tabs are displayed*.

Procedure (continued)

Step	Action
4	Click Save CLIN/SLIN.
5	Add additional Line Item Numbers if necessary by repeating steps 2-4. *Note1: The ✐ symbol you can click on to edit your previously entered line item number.* *Note 2: The 🗑 symbol you can click on to delete your previously entered line item number.*

Completing the Miscellaneous Amount Tab

Introduction   The Misc Amounts tab is where the Initiator provides any additional entries that pertain to his/her contract. These amounts are referenced to the document as an entity and not at the Line Item level. Miscellaneous Fees; CLIN/SLINs, Taxes and Miscellaneous Allowances.

Procedure   Follow the steps below to add misc amounts.

Step	Action
1	Click on the **Misc Amounts** tab. Result: Miscellaneous Amounts screen opens.
2	Click on the Add icon under Misc Allowance Action. Result: Add Misc. Allowance screen opens.

Completing the Miscellaneous Amount Tab, Continued
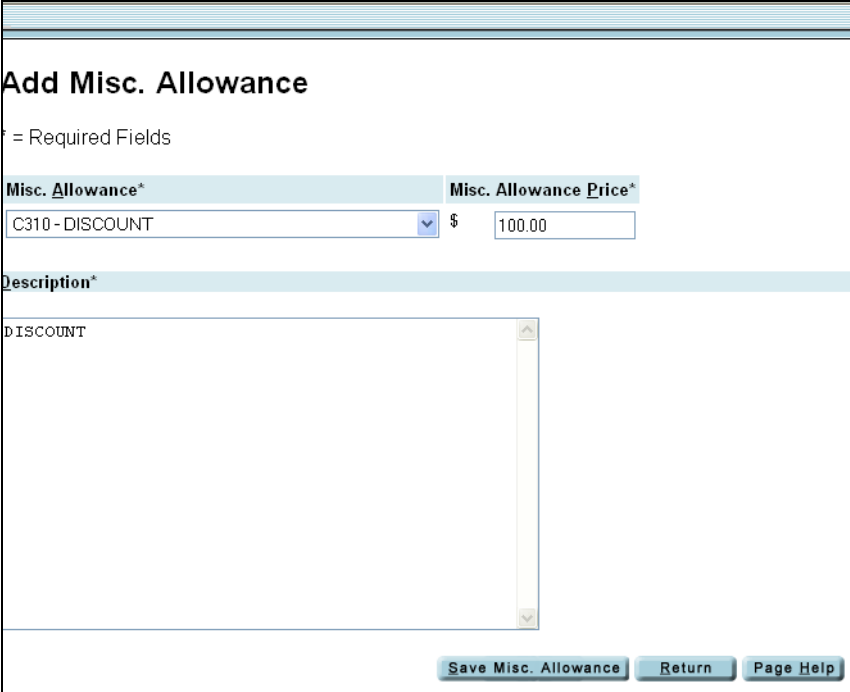
Procedure (continued)

Step	Action
3	Select the Misc Allowance that applies to your contract. Description will populated based on selection.

	Note 1: Based on the Pay Office selected will determine what options are available.

Completing the Miscellaneous Amount Tab, Continued

Procedure (continued)

Step	Action
4	Select "Misc Allowance" and Misc Allowance Price".
5	Click Save Misc. Allowance. Result: Miscellaneous Amounts screen opens.

Completing the Miscellaneous Amount Tab, Continued

Procedure (continued)

Step	Action
6	Add additional MISC Amounts if necessary.
	Note1: The ✎ symbol you can click on to edit your previously entered line item number.
	Note 2: The 🗑 symbol you can click on to delete your previously entered line item number.

Creating the Document

Procedure   Follow the steps below to finish the process of creating your document in WAWF.

Step	Action
1	Click on the **Header** tab after entering all the information.
2	Scroll down to down of the screen. Click **Create Document.** Result: The Created Invoice screen opens.
3	Verified information is correct. Scroll down to the bottom of screen. Click **Submit**. *Note: Now you can add any needed attachments if applicable; refer to "Adding an Attachment" section for a detailed procedure.*

Creating the Document, Continued

Procedure (continued)

Step	Action
4	Confirm that you have received a message that your document has been created successfully.

The Invoice 2-in-1 (Services Only) has been submitted successfully.

Contract Number	Delivery Order	Shipment Number	Invoice Number
F0960305C0050		OSE017	OSE017

Email sent to Acceptor: wawf_undel@ecedi.nit.disa.mil
Email sent to Vendor: wawf_undel@ecedi.nit.disa.mil

Send More Email Notifications

Return   Page Help

Note: You have the capability to send more emails to users who are not in the workflow or as listed on your contract; refer to "Adding Additional Emails" section for a detailed procedure.

Adding Additional Emails

Introduction   You have the capability to send more emails to users who are not in the workflow or as listed on your contract.

Procedure   Follow the steps below to add additional emails.

Step	Action
1	Click "Send More Email Notifications.

The Cost Voucher has been submitted successfully.

Contract Number	Delivery Order	Voucher Number
F0960305C0050		ABC01

Email sent to Vendor: wawf_undel@ecedi.nit.disa.mil
Email sent to Pay Official: wawf_undel@ecedi.nit.disa.mil

Send More Email Notifications

Result: "Initiator Email Distribution" screen opens.

Adding Additional Emails, Continued

Procedure (continued)

Step	Action
2	Enter Additional email address.
	  Initiator Email Distribution Check the appropriate radio buttons to send out notifications or to delete an address from your address book. No Action Send Delete dickb@dccoil.com ⊙ ○ ○ dickb1@prodigy.net ⊙ ○ ○ gayl.garis@mda.mil ⊙ ○ ○ Use the fields below to include additional email addresses. Please add only one address per field. [Submit] [Return] [Reset] [Page Help] *Note: All emails that you have already established will appear. Your options are "No Action", "Send", "Delete" or add new e-mail address.* Click Submit.
3	Confirm additional emails where sent.
4	Click Return.

Section B - Creating a Combo Invoice

Overview

Introduction   This lesson explains how to **create two documents, an Invoice and a Receiving Report, within one data entry session (combo)**. Creating both documents at the same time, rather than separately, is recommended.

Combo workflow
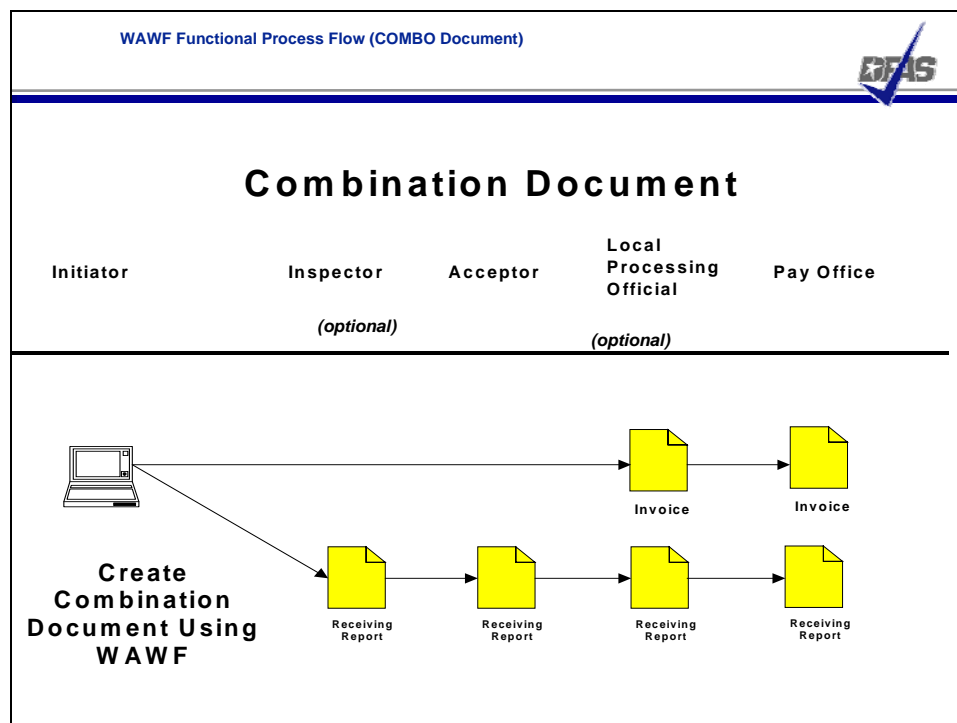
In this section   This section contains the following topics.

Topic
Loading Contract Information
Description of WAWF Tabs
Adding a Discount
Comments Tab
Completing the Header and Line Item Tab
Adding an Attachment

Loading Contract Information

Procedure   Follow the steps below to complete contract information.

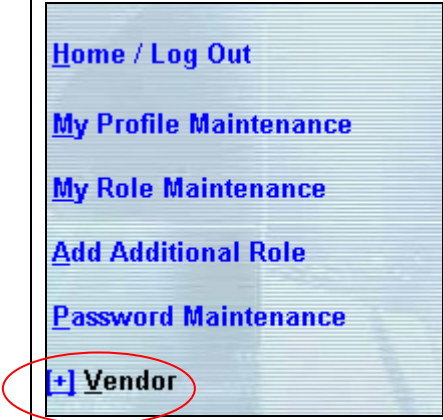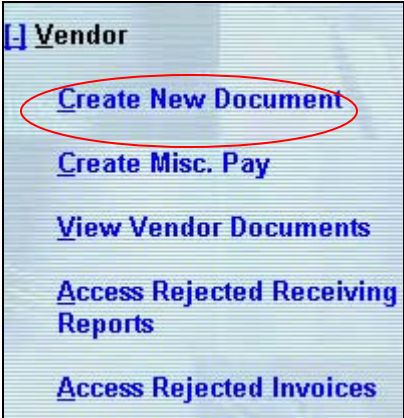| Step	Action
1	Logon to Wide Area Workflow.
2	Click on the **[+]** symbol next to **Vendor** section of the sub menu in the left sidebar. Home / Log Out My Profile Maintenance My Role Maintenance Add Additional Role Password Maintenance [+] Vendor Result: Your drop down features will appear.
3	Click **Create New Document** [-] Vendor Create New Document Create Misc. Pay View Vendor Documents Access Rejected Receiving Reports Access Rejected Invoices Result: Create New Document screen opens.

Procedure (continued)

Step	Action
4	Enter in all required fields. Enter fields if required per contract. Everything that has an asterisk (*) is a required field. *Note: Although the Delivery Order field is optional in WAWF-RA, it may be required by your contract, if your contract has a delivery order number you must enter it in the WAWF-RA otherwise leave field blank.*
5	Click **Continue**.
6	• If contract is not in EDA an alert box will appear. • If the contract is located in the EDA system, then the WAWF-RA system will pre-populate certain location code fields (DoDAAC/CAGE) on this document. Click **OK**.

Loading Contract Information, Continued

Procedure (continued)

Step	Action
7	Enter the "Pay DoDAAC" from your contract if not pre-populated from EDA. **Create New Document** * = Required Fields Contract Number F0960305C0050 Delivery Order CAGE Code / Ext. 0HB52 Pay DoDAAC * f25700 Continue Return Reset Page Help
8	Click **Continue**.
9	Select **Invoice and Receiving Report (Combo)**. *Note: Determine the method with which you populate the data in the Combo.* *You have two choices:* 　　　*1. Create a new Combo from scratch (continue on to step nine).* 　　　*2. Create a Combo from template; refer to page 125 "Creating a Document Using a Template" section for a detailed procedure.*

Procedure (continued)

Step	Action
10	Click Inspection and Acceptance points according to your contract. *Reference:* *Source to Source is a one step process. The same person may inspect and accept. Source/Source workflow* *Source to Destination is a two-step process. One person may inspect, and another person will accept. Source/Destination workflow* *Destination to Destination may be a one-step or two-step process (depending on contract).Destination/Destination workflow* *Other permits the receipt of items at a location other than Origin or Destination; I.E. a third party location as listed on the contract. The goods or services will be shipped to a location named in the contract and final acceptance may occur at destination.*
11	Click **Continue**.

Loading Contract Information, Continued

Procedure (continued)

Step	Action
12	Enter in all require fields, if not pre-populated from EDA. Enter optional fields if required per contract. *Note: WAWF-RA electronically routes the document based on the location code (DoDAAC/CAGE) fields, so make sure the information is accurate according to the latest contract information.*
13	Click **Continue**. Result: You are now on the Header Tab.

Description of WAWF Tabs

Introduction   The only 2 tabs that are mandatory in WAWF-RA are the Header tab and the Line Item tab. All other tabs are optional but may be required by your contracts specific invoicing instructions. We will list in the following section all tabs that are displayed on the Combo document.

| Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | Misc. Amounts |

Description of tabs   The table below describes each of the tabs found in WAWF.

Tab Name	Description
Header (mandatory tab)	The Header Tab is the first tab used on a WAWF-RA document. It contains, "First page", information such as shipment number/dates, invoice number/dates, and other information required by an "*" in fields listed on your particular document.
Address Tab	The Address Tab lists all of the mailing addresses that correspond to the DoDAACs/CAGE Codes that were used when creating the document.
Discount Tab	The Discount Tab allows you to add a discount on your invoice. Vendors offering cost effective discounts should receive payments within the given invoice discount period.
Mark For Tab	The "Mark For" tab provides you a field to enter supplemental shipping addresses and can be used anytime a shipment needs forwarded to a location other the "delivery address" located on the first page of your contract.
Comments Tab	The Comments Tab provides you a field to enter additional comments on your document.
Line Item (mandatory tab)	The Line Item Tab is where your enter your detail billing information based upon your contracts line item information.
CLIN/SLIN (mandatory entry)	CLIN/SLIN level information. The Initiator details his/her request for payment and material/services that are provided based on his/her contract.
ACRN	The ACRN Tab is for those contract that cite more than one acrn per clin
UID	UID is a new globally unique "part identifier" containing data elements used to track DoD parts through their life cycle. UID Data is encoded into Data Matrix symbols that are applied to parts using Direct Part Marking processes (DPM). The DoD has moved to this transformation technology to facilitate electronic data capture and transmission.

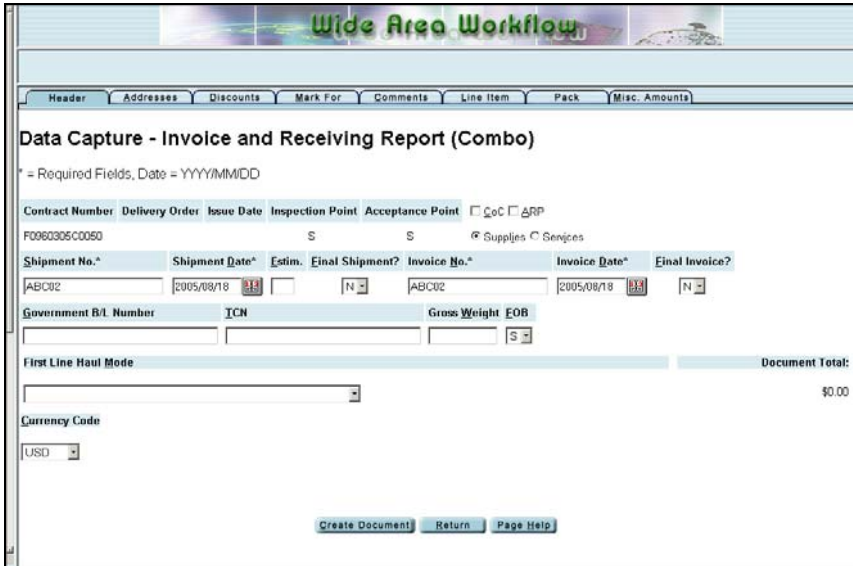# Description of WAWF Tabs, Continued

Description of tabs (continued)

| Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | Misc. Amounts |

Tab Name	Description
Milstrip	The MILSTRIP Number is a government-assigned number used to identify a specific piece of material. The MILSTRIP Number for all parts is to be reported as part of the Line Item.
Pack	The Pack Tab is used to enter **R**adio **F**requency **I**dentification (**RFID**). RFID is an automatic identification method, relying on storing and remotely retrieving data using devices called RFID tags or transponders. An RFID tag is a small object that can be attached to or incorporated into a product, animal, or person. RFID tags contain antennas to enable them to receive and respond to radio-frequency queries from an RFID transceiver. Passive tags require no internal power source, whereas active tags require a power. (For additional information regarding Pack, click the following link: http://www.acq.osd.mil/log/rfid/index.htm.)
MISC Amounts	The MISC Amounts tab allows you to enter miscellaneous charges, credits, and taxes, if authorized under your contract.
Misc. Info.	Misc. Info. Tab appears after you have created your document in WAWF-RA. The Misc. Info tab provides you a complete document history on all documents created against your contracts. Here you will find information such as Invoice receipt dates, acceptance dates, and contact information for any one that has taken action on your documents. This is also where you add attachments to you documents.

Completing the Header Tab

Procedure   Follow the steps below to complete Header Tab.

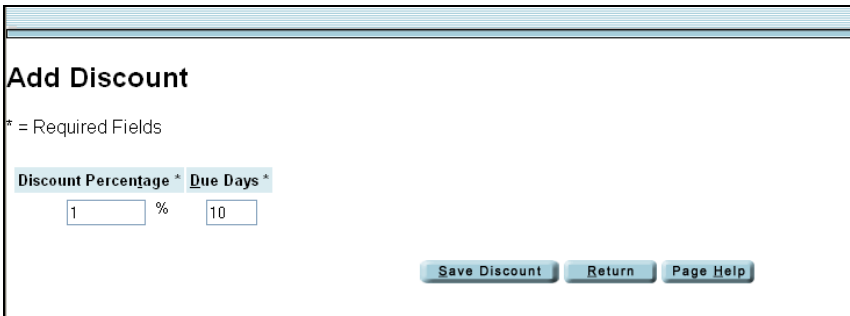| Step	Action
1	Enter in all required fields. Enter optional fields if required per contract. *Note: If the CoC (Certificate of Conformance) or ARP (Alternate Release Procedure) applies, click the checkbox. If the Receiving Report is for supplies, then leave the 'Supplies' button selected. If the Receiving Report is for services, then click the 'Services' button.* *If you select CoC, you must later add an attachment (your CoC).*
2	Verify whether or not this is a Final Shipment and annotate as such in the Drop Down Menu. Result: Header Information complete.

Completing the Discounts Tab (adding discount)

Introduction   WAWF allows Vendors to apply discounts to Invoices during document creation. These discounts are at the Document level and not the Line Item level. Documents are displayed with the Invoice / Invoice Received date in **red** and are preceded with a "D," when a discount amount or discount percentage entered, is greater then zero.

Procedure   Follow the steps below to add discounts.

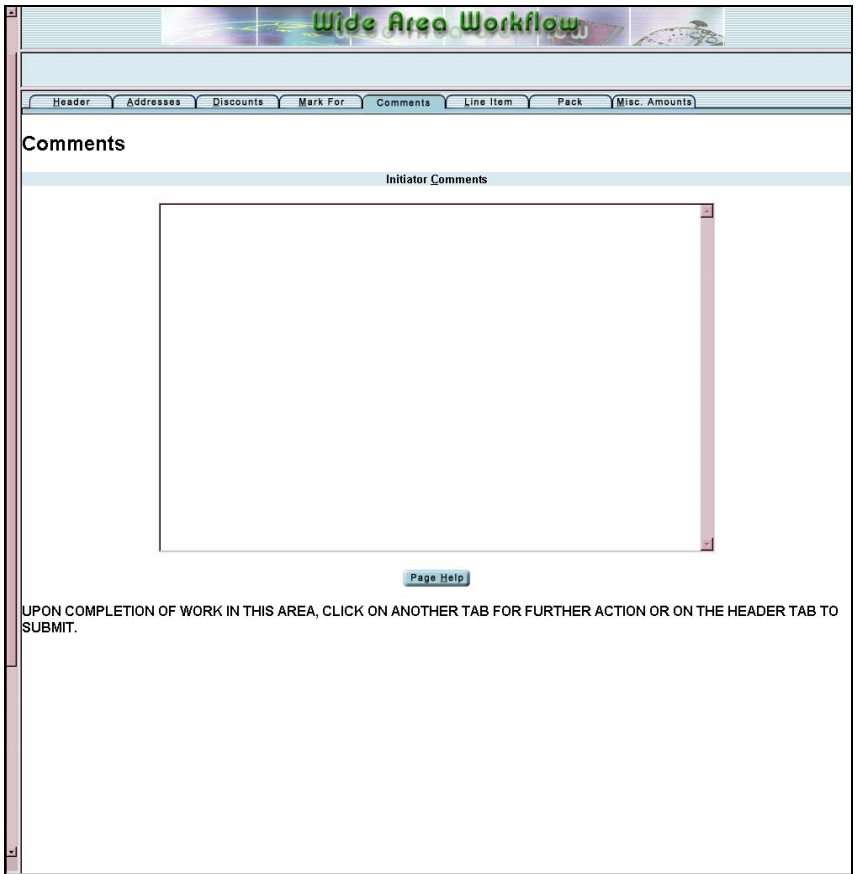| Step	Action
1	Click on the **Discount** tab. *Note; Based on the Pay Office selected you may have several options. In this procedure we will use "Discount Percentage" and "Due Days".*
2	Click on the Add icon under Action.
3	Enter the "Discount Percentage" and "Due Days".
4	Click Save Discount. Result: Document Level Discount Terms screen opens.

Completing the Comments Tab

Introduction   The Comments tab is a free-form data field provided for the document Creator, to enter document-related comments. On certain occasions, for example if the user is submitting a document after a final document has been previously submitted for that contract/delivery order, Initiator-entered comments are mandatory.
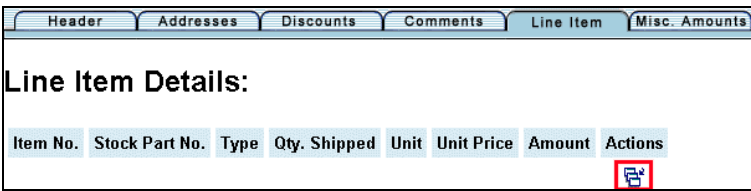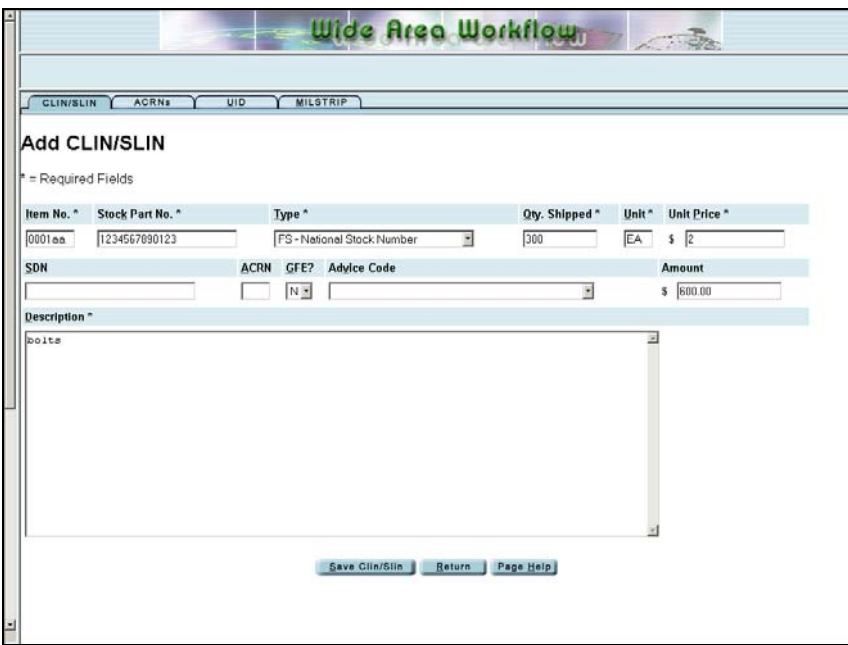
Procedure   Follow the steps to enter comments.

Step	Action
1	Click **Comments** tab.
2	Enter additional comment up to 2000 characters.
3	Complete all tabs required to submit document if not already done so. Return to Header tab to Create Document.

Completing the Line Item Tab (adding CLIN)

Procedure   Follow the steps below to complete Line Item Tab (adding the CLIN).

Step	Action
1	Select the Line Item tab.
2	Click the Add icon under the Actions heading to enter the first line item. Result: The Add CLIN/SLIN screen opens.
3	Enter in all required fields. Enter optional fields if required per contract (please refer to your contract). *Note: Based on the payment office DoDAAC selected different tabs may appear. In this example the CLIN/SLIN and ACRN tabs are displayed.*

Completing the Line Item Tab (adding CLIN), Continued

Procedure (continued)

Step	Action
4	Click **Save CLIN/SLIN**.
5	Add additional Line Item Numbers if necessary by repeating steps 2-4. *Note1: The ✎symbols you can click on to edit your previously entered line item number.* *Note 2: The ⬚symbols you can click on to delete your previously entered line item number.*

Completing the Miscellaneous Amount Tab

Introduction   The Misc Amounts tab is where the Initiator provides any additional entries that pertain to his/her contract. These amounts are referenced to the document as an entity and not at the Line Item level. Miscellaneous Fees; CLIN/SLINs, Taxes and Miscellaneous Allowances.

Procedure   Follow the steps below to add misc amounts.

Step	Action
1	Click on the **Misc Amounts** tab. Result: Miscellaneous Amounts screen opens.
2	Click on the Add icon under Misc. Allowance Action. Result: Add Misc. Allowance screen opens.

Completing the Miscellaneous Amount Tab, Continued

Procedure (continued)

Step	Action
3	Select the Misc Allowance that applies to your contract. Description will populated based on selection.

Note 1: Based on the Pay Office selected will determine what options are available.

Procedure (continued)

Step	Action
4	Select "Misc Allowance" and Misc Allowance Price".
5	Click Save Misc. Allowance.
	Result: Miscellaneous Amounts screen opens.

Completing the Miscellaneous Amount Tab,

Procedure (continued)

Step	Action
6	Add additional MISC Amounts if necessary. **Miscellaneous Amounts** Misc. Fee Misc. Fee Amount Actions Misc. Allowance Misc. Allowance Amount Actions C310 $-100.00 Tax Tax Amount Actions Page Help UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT. *Note1: The symbol you can click on to edit your previously entered line item number.* *Note 2: The symbol you can click on to delete your previously entered line item number.*

Creating the Document

Procedure　　Follow the steps below to finish the process of creating your document in WAWF.

Step	Action
1	Click on the **Header** tab after entering all the information.
2	Scroll down to down of the screen. Click **Create Document.** Result: The Created Invoice screen opens.
3	Click Misc. Info tab to add an attachment if applicable. Refer to "Adding an Attachment" section for a detailed procedure.
4	Verified information is correct. Scroll down to the bottom of screen. Click **Submit**.

Creating the Document, Continued

Procedure (continued)

Step	Action
5	Confirm that you have received a message that your document has been created successfully. The Invoice 2-in-1 (Services Only) has been submitted successfully. **Contract Number** · **Delivery Order** · **Shipment Number** · **Invoice Number** F0960305C0050 · · OSE017 · OSE017 Email sent to Acceptor: wawf_undel@ecedi.nit.disa.mil Email sent to Vendor: wawf_undel@ecedi.nit.disa.mil **Send More Email Notifications** Return Page Help *Note: You have the capability to send more emails to users who are not in the workflow or as listed on your contract; refer to "Adding Additional Emails" section for a detailed procedure on next page.*

Adding Additional Emails

Introduction   You have the capability to send more emails to users who are not in the workflow or as listed on your contract.

Procedure   Follow the steps below to add additional emails.

Step	Action
1	Click "Send More Email Notifications.
	The Cost Voucher has been submitted successfully.
	Contract Number: F0960305C0050 Voucher Number: ABC01
	Email sent to Vendor: wawf_undel@ecedi.nit.disa.mil Email sent to Pay Official: wawf_undel@ecedi.nit.disa.mil
	Send More Email Notifications
	Result: "Initiator Email Distribution" screen opens.

Adding Additional Emails, Continued

Procedure (continued)

Step	Action
2	Enter Additional email address. *Note: All emails that you have already established will appear. Your options are "No Action", "Send", "Delete" or add new e-mail address.* Click Submit.
3	Confirm additional emails where sent.
4	Click Return.

Adding an Attachment

Introduction   If supporting documentation is to be attached (i.e. spreadsheets, expense receipts, etc) you can add it to a WAWF-RA document

Procedure   Follow the steps below to add an attachment

Step	Action
1	Select "**Misc. Info"** tab. At the top of the page before submitting the receiving report.
2	Click the Add icon next to the "Attachments" drop down box as shown below. Result: A Form Attachments screen is displayed.

Adding an Attachment, Continued

Procedure (continued)

Step	Action
3	Click **Browse** on the Attachments page to search for document to attach. Result: A Chose File screen opens.
4	Click on the down arrow on the "Look in:" line and choose the File dialog box to indicate the drive and directory where the attachment is currently filed.
5	Select document to attach by highlighting and click open or double click on the highlighted file.

Adding an Attachment, Continued

Procedure (continued)

Step	Action
6	Click **Open**. *Note: Path to document is displayed in the dialog box*
7	Click Continue.
8	Verify that document is displayed in Attachments: drop down menu. *Note: You may repeat these steps to attach additional documents. Each file should not exceed 2 MB of data.*

Section C - Creating a 2-in-1 Invoice

Overview

Introduction This lesson explains how to create an Invoice 2-in-1, which is a document that serves as both an invoice and a certificate of performance for *services* rendered (also called an "acceptance report").

You knowledge The information you need to complete a document in WAWF comes from your contract and your knowledge of the applicable business processes.

If you already complete paper-based documents, you'll find that completing a document in WAWF doesn't require any new or different information. In some cases, you may see fields in WAWF asking for information you have not supplied in the past. If your contract or business process does not require this information then leave the fields blank.

Definition The **Invoice 2-in-1 (Services Only)** document is submitted for service contracts with no supply deliverables. It is used any time a contract for services requires invoice acceptance prior to submission for payment. It creates a **single Invoice/Receiving Report from one data entry session**. The document is routed from the Vendor to the Acceptor, then to LPO if there is one, before it ends at the Payment Office. An Inspector can be included in the workflow.

2-in-1 Workflow
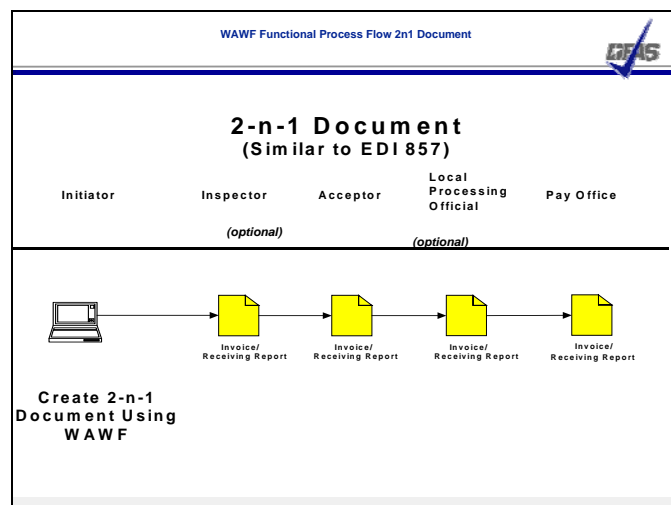
Overview, Continued
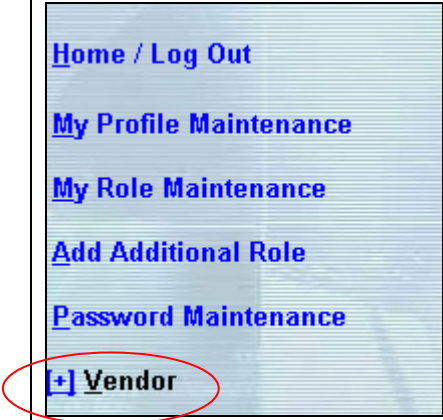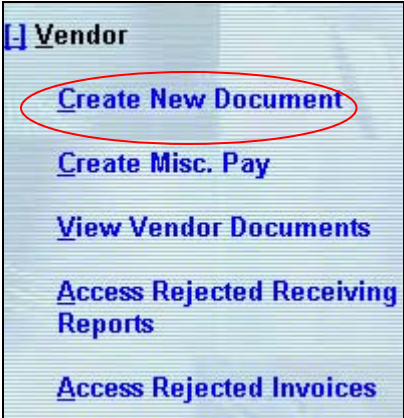
In this section   This section contains the following topics.

Topic
Entering Contract Information
Description of WAWF Tabs
Adding a discount
Completing the Header and Line Item Tab
Adding an attachment

Entering Contract Information

Procedure   Follow the steps below to complete contract information.

Step	Action
1	Logon to Wide Area Workflow.
2	Click on the **[+]** symbol next to **Vendor** section of the sub menu in the left sidebar. Home / Log Out My Profile Maintenance My Role Maintenance Add Additional Role Password Maintenance [+] Vendor Result: Your drop down features will appear.
3	Click **Create New Document**. [-] Vendor Create New Document Create Misc. Pay View Vendor Documents Access Rejected Receiving Reports Access Rejected Invoices Result: Create New Document screen opens.

Entering Contract Information, Continued

Procedure (continued)

Step	Action
4	Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a required field. **Create New Document** * = Required Fields Contract Number * Delivery Order CAGE Code/Ext. * F0960305C0050 0HB52 Continue Reset Page Help *Note: Although the Delivery Order field is optional in WAWF-RA, If your contract has a delivery order number you must enter it in WAWF-RA otherwise leave field blank.*
5	Click **Continue.**
6	• If contract is not in EDA or you have not entered the contract number correctly an alert box will appear. • If the contract is located in the EDA system, then the WAWF-RA system would will pre-populate certain location code fields (DoDAAC) on this document. **Create New Document** * = Required Fields Contract Number Delivery Order CAGE Code/Ext DoDAAC* **Microsoft Internet Explorer** F0960305C0050 The contract data is not available in DoD EDA. Please enter contract information. Continue Return Res Click the Return button to enter a different Contract Number or continue creating the document. OK Click **OK**.

Procedure (continued)

Step	Action
7	Enter the "Pay DoDAAC" from your contract if not pre-populated from EDA. **Create New Document** * = Required Fields Contract Number Delivery Order CAGE Code / Ext. Pay DoDAAC * F0960305C0050 0HB52 f25700 Continue Return Reset Page Help
8	Click **Continue**.
9	Select **Invoice as 2-in-1 (Services Only)**. *Wide Area Workflow* **Create New Document** * = Required Fields Contract Number Delivery Order CAGE Code / Ext. Pay DoDAAC F0960305C0050 0HB52 F25700 Search For: Invoice No. ☐ Template [ ] ⦿ Active Documents ○ Archived Documents Select Document to Create: * ○ Invoice ⦿ Invoice as 2-in-1 (Services Only) ○ Construction Payment Invoice ○ Commercial Item Financing ○ Performance Based Payment ○ Progress Payment ○ Receiving Report ○ Invoice and Receiving Report (Combo) ○ Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7) Continue Return Reset Page Help *Note: Determine the method with which you populate the data in the 2-in-1.* *You have two choices:* *1. Create a new 2-in-1 (continue on step nine).* *2. Create a 2-in-1 from template; refer to "Creating a Document Using a Template" section for a detailed procedure.*
10	Click **Continue**.

Entering Contract Information, Continued

Procedure (continued)

Step	Action
11	Enter in all required fields, if not pre-populated from EDA. Enter optional fields if required per contract.
	Note: WAWF-RA electronically routes the document based on the location code (DoDAAC/CAGE) fields, so make sure the information is accurate according to the latest contract information.
12	Click **Continue**. Result: You are now on the Header Tab

Description of WAWF Tabs

Introduction   The only 2 tabs that are mandatory in WAWF-RA are the Header tab and the Line Item tab. All other tabs are optional but may be required by your contracts specific invoicing instructions. We will list in the following section all tabs that are displayed on the 2-in-1 document.

| Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | Misc. Amounts |

Description of tabs   The table below describes each of the tabs found in WAWF.

Tab Name	Description
Header (mandatory tab)	The Header Tab is the first tab used on a WAWF-RA document. It contains, "First page", information such as shipment number/dates, invoice number/dates, and other information required by an "*" in fields listed on your particular document.
Address Tab	The Address Tab lists all of the mailing addresses that correspond to the DoDAACs/CAGE Codes that were used when creating the document.
Discount Tab	The Discount Tab allows you to add a discount on your invoice. Vendors offering cost effective discounts should receive payments within the given invoice discount period.
Mark For Tab	The "Mark For" tab provides you a field to enter supplemental shipping addresses and can be used anytime a shipment needs forwarded to a location other the "delivery address" located on the first page of your contract...
Comments Tab	The Comments Tab provides you a field to enter additional comments on your document.
Line Item (mandatory tab)	The Line Item Tab is where your enter your detail billing information based upon your contracts line item information.
CLIN/SLIN (mandatory entry)	CLIN/SLIN level information. The Initiator details his/her request for payment and material/services that are provided based on his/her contract.
ACRN	The ACRN Tab is for those contract that cite more than one acrn per clin
UID	UID is a new globally unique "part identifier" containing data elements used to track DoD parts through their life cycle. UID Data is encoded into Data Matrix symbols that are applied to parts using Direct Part Marking processes (DPM). The DoD has moved to this transformation technology to facilitate electronic data capture and transmission.
Milstrip	The MILSTRIP Number is a government-assigned number used to identify a specific piece of material. The MILSTRIP Number for all parts is to be reported as part of the Line Item.

Description of tabs (continued)

Tab Name	Description
Pack	The Pack Tab is used to enter **R**adio **F**requency **I**dentification (**RFID**). RFID is an automatic identification method, relying on storing and remotely retrieving data using devices called RFID tags or transponders. An RFID tag is a small object that can be attached to or incorporated into a product, animal, or person. RFID tags contain antennas to enable them to receive and respond to radio-frequency queries from an RFID transceiver. Passive tags require no internal power source, whereas active tags require a power. (For additional information regarding Pack, click the following link: http://www.acq.osd.mil/log/rfid/index.htm).
MISC Amounts	The MISC Amounts tab allows you to enter miscellaneous charges, credits, and taxes, if authorized under your contract.
Misc. Info.	Misc. Info. Tab appears after you have created your document in WAWF-RA. The Misc. Info tab provides you a complete document history on all documents created against your contracts. Here you will find information such as Invoice receipt dates, acceptance dates, and contact information for any one that has taken action on your documents. This is also where you add attachments to you documents.

Completing the Header Tab

Procedure   Follow the steps below to complete Header Tab.

Step	Action
1	Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a required field *Note: If your Pay Office is a MOCAS Pay Office the shipment number will be prefix with SER.*
2	Verify whether or not this is a Final Shipment and annotate as such in the Drop Down Menu. Result: Header information complete.

Adding a Discount

Introduction   WAWF allows Vendors to apply discounts to Invoices during document creation. These discounts are at the Document level and not the Line Item level. Documents are displayed with the Invoice / Invoice Received date in **red** and are preceded with a "D," when a discount amount or discount percentage entered, is greater then zero.
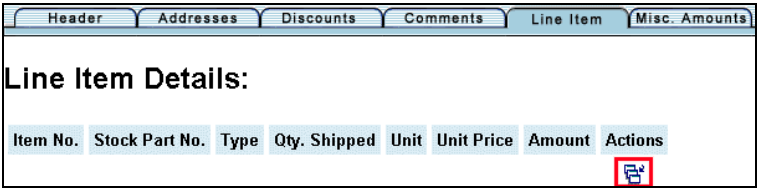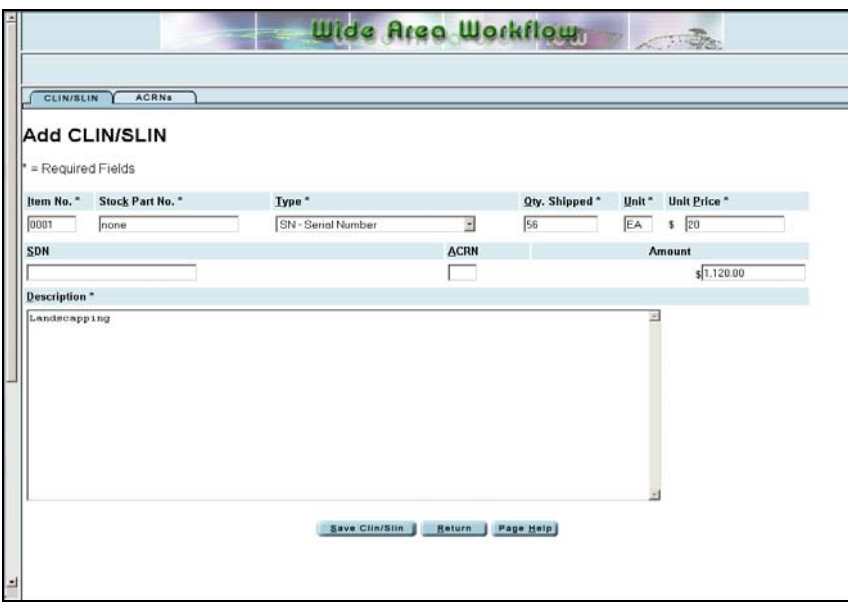
Procedure   Follow the steps below to add discounts.

Step	Action
1	Click on the **Discount** tab. *Note; Based on the Pay Office selected you may have several options. In this procedure we will use "Discount Percentage" and "Due Days".*
2	Click on the Add icon under Action.
3	Enter the "Discount Percentage" and "Due Days".
4	Click Save Discount. Result: Document Level Discount Terms screen opens.

Completing the Line Item Tab (adding CLIN)

Procedure   Follow the steps below to complete Header Tab and Line Item Tab.

Step	Action
1	Click Line Item tab.
2	Click the Add icon ⊟ under the Actions heading to enter the first line item. **Line Item Details:** Item No. Stock Part No. Type Qty. Shipped Unit Unit Price Amount Actions Result: The Add CLIN/SLIN screen opens.
3	Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a required field (please refer to your contract). **Wide Area Workflow** **Add CLIN/SLIN** * = Required Fields Item No. * 0001 Stock Part No. * none Type * SN - Serial Number Qty. Shipped * 56 Unit * EA $ Unit Price * 20 SDN ACRN Amount $1,120.00 Description * Landscapping Save Clin/Slin Return Page Help *Note: Based on the payment office DoDAAC different tabs may appear. In this example the CLIN/SLIN and ACRN tabs are displayed.*

Continued on next page

Procedure (continued)

Step	Action
4	Click Save CLIN/SLIN.
5	Add additional Line Item Numbers if necessary by repeating steps 2-4. *Note1: The ✎ symbol you can click on to edit your previously entered line item number.* *Note 2: The 🗑 symbol you can click on to delete your previously entered line item number.*

Adding an Attachment

Introduction   If supporting documentation is to be attached (i.e. spreadsheets, expense receipts, etc) you can add it to a WAWF-RA document.

Procedure   Follow the steps below to add an attachment.

Step	Action
1	Select "**Misc. Info**" tab. At the top of the page before submitting the receiving report.
2	Click the Add icon next to the "Attachments" drop down box as shown below. Result: A Form Attachments screen is displayed.

Adding an Attachment, Continued

Procedure (continued)

Step	Action
3	Click **Browse** on the Attachments page to search for document to attach. Result: A Chose File screen opens.
4	Click on the down arrow on the "Look in:" line and choose the File dialog box to indicate the drive and directory where the attachment is currently filed.
5	Select document to attach by highlighting and click open or double click on the highlighted file.

Adding an Attachment, Continued

Procedure (continued)

Step	Action
6	Click **Open**. *Note: Path to document is displayed in the dialog box*
7	Click Continue.
8	Verify that document is displayed in Attachments: drop down menu. *Note: You may repeat these steps to attach additional documents. Each file should not exceed 2 MB of data.*

Creating the Document
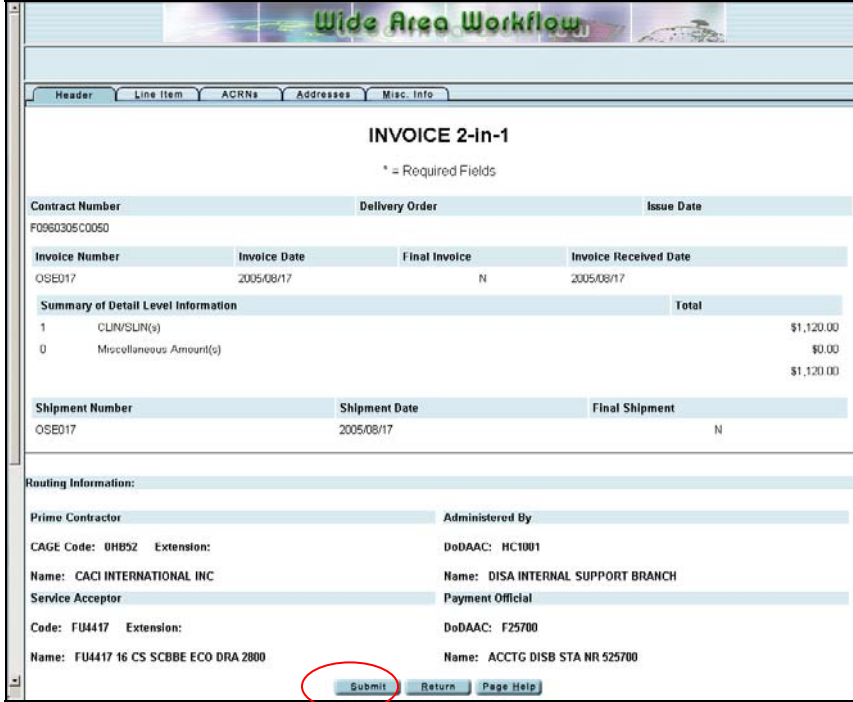
Procedure   Follow the steps below to complete the process of creating a document in WAWF.

Step	Action
1	Click on the Header tab after entering all the information.
2	Scroll down to the bottom of screen. Click Create Document. Result: The Created 2-in-1 Invoice screen opens.
3	When finished, click the Header tab to create the document.

Procedure (continued)

Step	Action
4	Verified information is correct. Scroll down to the bottom of screen. Click **Submit**.

Procedure (continued)

Step	Action
5	Confirm that you have received a message that your document has been created successfully. The Invoice 2-in-1 (Services Only) has been submitted successfully. 	Contract Number	Delivery Order	Shipment Number	Invoice Number	 F0960305C0050		OSE017	OSE017	 Email sent to Acceptor: wawf_undel@ecedi.nit.disa.mil Email sent to Vendor: wawf_undel@ecedi.nit.disa.mil **Send More Email Notifications** Return Page Help *Note: You have the capability to send more emails to users who are not in the workflow or as listed on your contract; refer to "Add Additional Emails" section for a detailed procedure.*

Section D – Creating a Receiving Report

Overview

Introduction   The **Receiving Report** (also called a Stand-Alone Receiving Report or Materially Inspected Receiving Report **MIRR**) is created for direct submission to the Government Inspector and/or Acceptor listed on the contract. It submits the same information that would otherwise be submitted in a paper **DD250**, DD1155 or SF1449.

A Receiving Report must be associated with an Invoice in the WAWF System for the Payment Office to approve payment.

Receiving Report Workflow

In this section   This section contains the following topics.
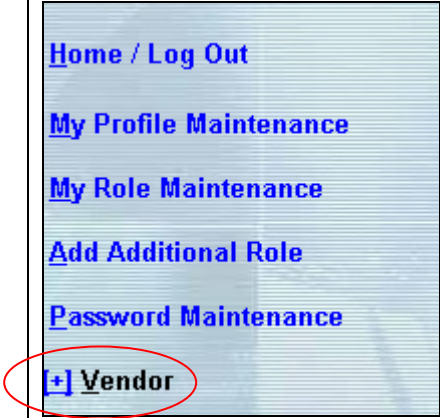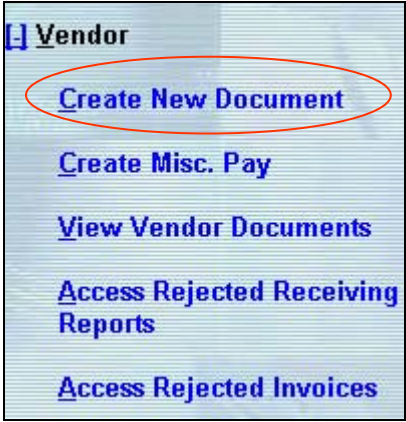
Topic
Loading Contract Information
Description of WAWF Tabs
Completing the Header and Line Item Tab

Loading Contract Information

Procedure Follow the steps below to complete contract information

Step	Action
1	Logon to Wide Area Workflow.
2	Click on the **[+]** symbol next to **Vendor** section of the sub menu in the left sidebar. Result: Your drop down features will appear.
3	Click **Create New Document** Result: Create New Document screen opens.

Loading Contract Information, Continued

Procedure (continued)

Step	Action
4	Enter all required fields. Enter optional if required per contract. Everything that has an asterisk (*) is a required field. **Create New Document** * = Required Fields Contract Number * Delivery Order CAGE Code/Ext. * F0960305C0050 0HB52 Continue Reset Page Help *Note: Although the Delivery Order field is optional in WAWF-RA, it may be required by your contract, if your contract has a delivery order number you must enter it in the WAWF-RA otherwise leave field blank.*
5	Click **Continue**.
6	• If contract is not in EDA or you have not entered the contract number correctly an alert box will appear. • If the contract is located in the EDA system, then the WAWF-RA system would will pre-populate certain location code fields (DoDAAC) on this document. **Create New Document** * = Required Fields Contract Number Delivery Order CAGE Code/Ext. F0960305C0050 Continue Return Res **Microsoft Internet Explorer** The contract data is not available in DoD EDA. Please enter contract information. Click the Return button to enter a different Contract Number or continue creating the document. OK Click **OK**.

Loading Contract Information, Continued

Procedure (continued)

Step	Action
7	Enter the "Pay DoDAAC" from your contract if not pre-populated from EDA. **Create New Document** * = Required Fields Contract Number Delivery Order CAGE Code / Ext. Pay DoDAAC * F0960305C0050 0HB52 f25700 Continue Return Reset Page Help
8	Click **Continue**.
9	Select **Receiving Report**. *Note: Determine the method with which you populate the data in the Receiving Report.* *You have two choices:* * 1. Create a new Receiving Report from scratch (continue on to step nine).* * 2. Create a Receiving Report from template; refer to "Creating a Document Using a Template section for a detailed procedure.*

Procedure (continued)

Step	Action
10	Select "Inspection" and "Acceptance" points according to your contract. ***Reference:*** ***Source to Source is a one step process. The same person may inspect and accept.*** *Source/Source workflow* ***Source to Destination is a two-step process. One person may inspect, and another person will accept.*** *Source/Destination workflow* ***Destination to Destination may be a one-step or two-step process (depending on contract).*** *Destination/Destination workflow* ***Other permits the receipt of items at a location other than Origin or Destination; I.E. a third party location as listed on the contract. The goods or services will be shipped to a location named in the contract and final acceptance may occur at destination.***

Loading Contract Information, Continued

Procedure (continued)

Step	Action
11	Enter all required fields, if not pre-populated from EDA. Enter optional if required per contract.
	Create New Document
	* = Required Fields, Date = YYYY/MM/DD
	Contract Number **Delivery Order** **CAGE Code / Ext.** **Pay DoDAAC**
	F0960305C0050 0HB52 F25700
	Issue Date **IssueBy DoDAAC** **Admin DoDAAC *** **InspectBy DoDAAC / Ext.** **Mark For Code / Ext.**
	HC1001
	Ship To Code * / Ext. **Ship From Code / Ext.** **LPO DoDAAC / Ext.**
	HC1001
	Document Selected:
	Receiving Report Destination Inspection / Destination Acceptance
	[Continue] [Return] [Reset] [Page Help]
	Note: WAWF-RA electronically routes the document based on the location code (DoDAAC/CAGE) fields, so make sure the information is accurate according to the latest contract information.
12	Click **Continue**. Result: You are now on the Header Tab.

Description of WAWF Tabs

Introduction   The only 2 tabs that are mandatory in WAWF-RA are the Header tab and the Line Item tab. All other tabs are optional but may be required by your contracts specific invoicing instructions. We will list in the following section all tabs that are displayed on the 2-in-1 document.

| Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | Misc. Amounts |

Description of tabs   The table below describes each of the tabs found in WAWF.

Tab Name	Description
Header (mandatory tab)	The Header Tab is the first tab used on a WAWF-RA document. It contains, "First page", information such as shipment number/dates, invoice number/dates, and other information required by an "*" in fields listed on your particular document.
Address Tab	The Address Tab lists all of the mailing addresses that correspond to the DoDAACs/CAGE Codes that were used when creating the document.
Discount Tab	The Discount Tab allows you to add a discount on your invoice. Vendors offering cost effective discounts should receive payments within the given invoice discount period.
Mark For Tab	The "Mark For" tab provides you a field to enter supplemental shipping addresses and can be used anytime a shipment needs forwarded to a location other the "delivery address" located on the first page of your contract.
Comments Tab	The Comments Tab provides you a field to enter additional comments on your document.
Line Item (mandatory tab)	The Line Item Tab is where your enter your detail billing information based upon your contracts line item information.
CLIN/SLIN (mandatory entry)	CLIN/SLIN level information. The Initiator details his/her request for payment and material/services that are provided based on his/her contract.
ACRN	The ACRN Tab is for those contract that cite more than one acrn per clin
UID	UID is a new globally unique "part identifier" containing data elements used to track DoD parts through their life cycle. UID Data is encoded into Data Matrix symbols that are applied to parts using Direct Part Marking processes (DPM). The DoD has moved to this transformation technology to facilitate electronic data capture and transmission.
Milstrip	The MILSTRIP Number is a government-assigned number used to identify a specific piece of material. The MILSTRIP Number for all parts is to be reported as part of the Line Item.

Description of tabs (continued)

Tab Name	Description
Pack	The Pack Tab is used to enter **R**adio **F**requency **I**dentification (**RFID**). RFID is an automatic identification method, relying on storing and remotely retrieving data using devices called RFID tags or transponders. An RFID tag is a small object that can be attached to or incorporated into a product, animal, or person. RFID tags contain antennas to enable them to receive and respond to radio-frequency queries from an RFID transceiver. Passive tags require no internal power source, whereas active tags require a power. (For additional information regarding Pack, click the following link: http://www.acq.osd.mil/log/rfid/index.htm.)
MISC Amounts	The MISC Amounts tab allows you to enter miscellaneous charges, credits, and taxes, if authorized under your contract.
Misc. Info.	Misc. Info. Tab appears after you have created your document in WAWF-RA. The Misc. Info tab provides you a complete document history on all documents created against your contracts. Here you will find information such as Invoice receipt dates, acceptance dates, and contact information for any one that has taken action on your documents. This is also where you add attachments to you documents.

Completing the Header and Line Item Tab

Procedure   Follow the steps below to complete Header Tab.

Step	Action
1	Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a required field
2	Verify whether or not this is a Final Shipment and annotate as such in the Drop Down Menu. Result: Header information complete. We will proceed to Line Item Tab.
3	Click the Add icon under the Actions heading to enter the first line item. Result: The Add CLIN/SLIN screen opens.

Continued on next page

Completing the Header and Line Item Tab, Continued

Procedure (continued)

Step	Action
4	Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a required field (please refer to your contract). *Note: Based on the payment office DoDAAC different tabs may appear. In this example the CLIN/SLIN and ACRN tabs are displayed.*

Continued on next page

Page 116

Completing the Header and Line Item Tab, Continued
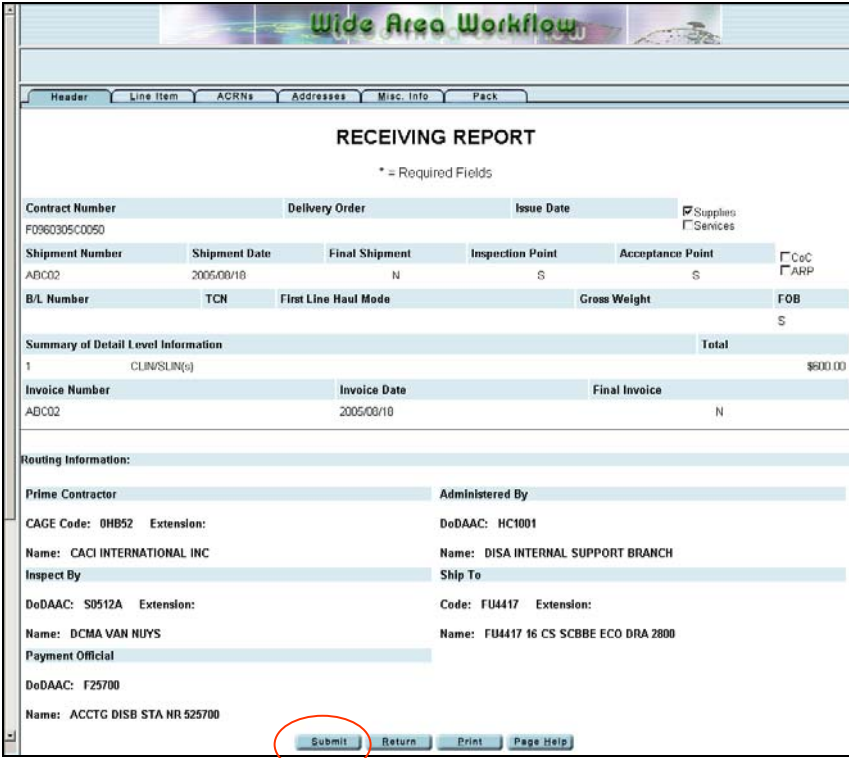
Procedure (continued)

Step	Action
5	Add additional Line Item Numbers if necessary by repeating steps 1-3. *Note1: The ✎ symbols you can click on to edit your previously entered line item number.* *Note 2: The 🗑 symbols you can click on to delete your previously entered line item number.*
6	Enter any additional information on any optional tabs required for the Receiving Report. After completing all necessary tabs return to "Header Tab".
7	Click on the **Header** tab after entering all information.
8	Scroll down to the bottom of the screen. Click **Create Document.** Result: The Created Receiving Report screen opens.

Completing the Header and Line Item Tab, Continued

Procedure (continued)

Step	Action
9	Verify information is correct. Scroll down to the bottom of document. Click **Submit**. *Note: Now you can add any needed attachments if applicable; refer to page 74 "Adding an Attachment" section for a detailed procedure.*
10	Confirm that you have received a message that your documents have been created successfully. *Note: You have the capability to send more emails to users who are not in the workflow; Refer to "Add Additional Emails" section for a detailed procedure.*

Section E - Creating a Cost Voucher

Overview

Introduction   This section explains how to create a Cost Voucher. There are three types of voucher documents:

- Interim Direct Bill Cost Voucher
- Interim Non-Direct Bill Cost Voucher
- Final Cost Voucher.

This guide covers the Direct Bill Cost Voucher.

Two forms   **Each type of voucher comes in two forms:**
Interim:
- Can be DIRECT BILL in which it is routed directly to the Payment Office (via an LPO if there is one).
- Can be NON-DIRECT BILL in which the Inspector/ DCAA Auditor takes action before it is routed to the Payment Office (via an LPO if there is one).

Final:
- The Service Approver/Acceptor takes action before it is routed to the Payment Office (via an LPO if there is one). The DCAA Auditor/Inspector does not take action.

The DIRECT BILL will have the word "**Direct**" in the title.
The NON-DIRECT BILL will have the word "**Interim**" in the title.
The FINAL will have the word "**Final**" in the title.

Direct Bill   **DIRECT BILL vouchers are created with the same steps as the NON-DIRECT or FINAL vouchers.**

The voucher will route as DIRECT BILL if your Cage Code has been approved for DIRECT BILL.

DIRECT BILL requires prior DFAS approval.

The first step to setting up **DIRECT BILL** for your Cage Code is to contact the WAWF Customer Service Center Ogden.

Overview, Continued

Direct Bill Authority Look Up

You can determine if your CAGE Code is authorized to create DIRECT BILL Cost Vouchers.

Open the Direct Bill Authority Look Up on your Vendor Menu. Upon typing your registered CAGE Code, the screen will display a response of AUTHORIZED or NOT AUTHORIZED.

Direct Bill workflow

Overview, Continued

In this section   This section contains the following topics.

Topic
Loading Contract Information
Description of WAWF Tabs
Completing the Header and Line Item Tab

Loading Contract Information

Procedure   Follow the steps below to complete contract information.

Step	Action
1	Logon to Wide Area Workflow.
2	Click on the **[+]** symbol next to **Vendor** section of the submenu in the left sidebar. Result: Your drop down features will appear.
3	Click **Create New Document**. Result: Create New Document screen opens.

Loading Contract Information, Continued

Procedure (continued)

Step	Action
4	Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a required field. **Create New Document** * = Required Fields Contract Number * Delivery Order CAGE Code/Ext. * F0960305C0050 0HB52 Continue Reset Page Help *Note: Although the Delivery Order field is optional in WAWF-RA, If your contract has a delivery order number you must enter it in WAWF-RA otherwise leave field blank.*
5	Click **Continue.**
6	• If contract is not in EDA or you have not entered the contract number correctly an alert box will appear. • If the contract is located in the EDA system, then the WAWF-RA system would will pre-populate certain location code fields (DoDAAC) on this document. **Create New Document** * = Required Fields Contract Number Delivery Order F0960305C0050 **Microsoft Internet Explorer** The contract data is not available in DoD EDA. Please enter contract information. Click the Return button to enter a different Contract Number or continue creating the document. OK Continue Return Res Click **OK**.

Loading Contract Information, Continued

Procedure (continued)

Step	Action
7	Enter the "Pay DoDAAC" from your contract if not pre-populated from EDA. **Create New Document** * = Required Fields Contract Number: F0960305C0050 Delivery Order: CAGE Code / Ext.: 0HB52 Pay DoDAAC *: f25700 Continue Return Reset Page Help
8	Click **Continue**.

Loading Contract Information, <superscript>Continued</superscript>

Procedure (continued)

Step	Action
9	Select the **Cost Voucher** button. *Note: Determine the method with which you populate the data in the 2-in-1.* *You have two choices:* *1. Create a new Cost Voucher (continue on step nine).* *2. Create a Cost Voucher from template; refer to "Creating a Document Using a Template" section for a detailed procedure.*
10	Click **Continue.**

Loading Contract Information, Continued

Procedure (continued)

Step	Action
11	Enter in all require fields, if not pre-populated from EDA. Enter optional fields if required per contract. **Create New Document** * = Required Fields, Date = YYYY/MM/DD **Contract Number** **Delivery Order** **CAGE Code / Ext.** **Pay DoDAAC** F0960305C0050 0HB52 F25700 **Issue Date** **IssueBy DoDAAC** **Admin DoDAAC *** **DCAA Auditor DoDAAC * / Ext.** HC1001 HAA47F **Service Approver * / Ext.** **LPO DoDAAC / Ext.** HC1001 **Document Selected:** Cost Voucher Continue Return Reset Page Help *Note: WAWF-RA electronically routes the document based on the location code (DoDAAC/CAGE) fields, so make sure the information is accurate according to the latest contract information.*
12	Click **Continue**. Result: You are now on the Header Tab

Description of WAWF Tabs

Introduction   The only 2 tabs that are mandatory in WAWF-RA are the Header tab and the Line Item tab. All other tabs are optional but may be required by your contracts specific invoicing instructions. We will list in the following section all tabs that are displayed on the Cost Voucher document.

| Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | Misc. Amounts |

Description of tabs   The table below describes each of the tabs found in WAWF.

Tab Name	Description
Header (mandatory tab)	The Header Tab is the first tab used on a WAWF-RA document. It contains, "First page", information such as shipment number/dates, invoice number/dates, and other information required by an "*" in fields listed on your particular document.
Address Tab	The Address Tab lists all of the mailing addresses that correspond to the DoDAACs/CAGE Codes that were used when creating the document.
Discount Tab	The Discount Tab allows you to add a discount on your invoice. Vendors offering cost effective discounts should receive payments within the given invoice discount period.
Mark For Tab	The "Mark For" tab provides you a field to enter supplemental shipping addresses and can be used anytime a shipment needs forwarded to a location other the "delivery address" located on the first page of your contract.
Comments Tab	The Comments Tab provides you a field to enter additional comments on your document.
Line Item (mandatory tab)	The Line Item Tab is where your enter your detail billing information based upon your contracts line item information.
CLIN/SLIN (mandatory entry)	CLIN/SLIN level information. The Initiator details his/her request for payment and material/services that are provided based on his/her contract.
ACRN	The ACRN Tab is for those contract that cite more than one acrn per clin
UID	UID is a new globally unique "part identifier" containing data elements used to track DoD parts through their life cycle. UID Data is encoded into Data Matrix symbols that are applied to parts using Direct Part Marking processes (DPM). The DoD has moved to this transformation technology to facilitate electronic data capture and transmission.
Milstrip	The MILSTRIP Number is a government-assigned number used to identify a specific piece of material. The MILSTRIP Number for all parts is to be reported as part of the Line Item.

Description of tabs (continued)

| Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | Misc. Amounts |

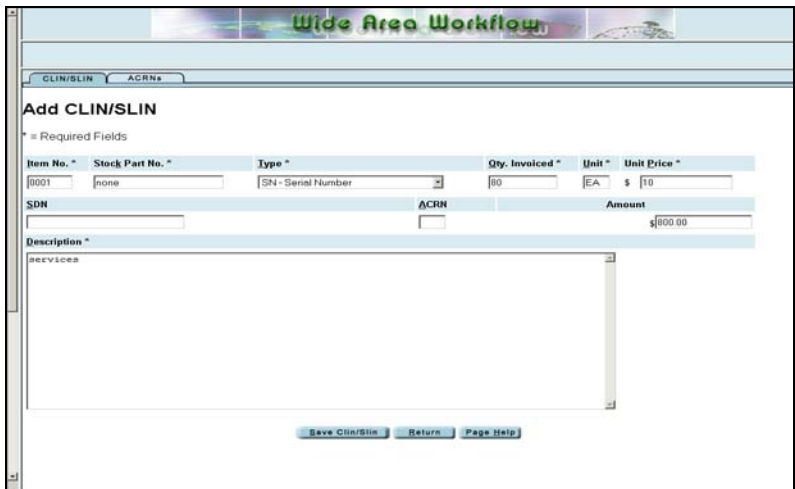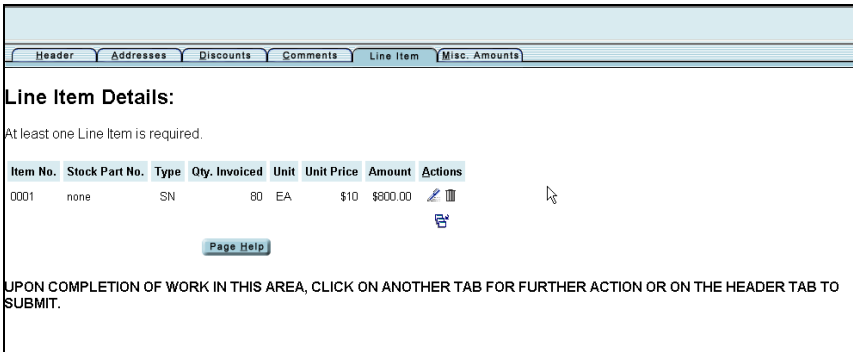| Tab Name	Description
Pack	The Pack Tab is used to enter **R**adio **F**requency **I**dentification (**RFID**). RFID is an automatic identification method, relying on storing and remotely retrieving data using devices called RFID tags or transponders. An RFID tag is a small object that can be attached to or incorporated into a product, animal, or person. RFID tags contain antennas to enable them to receive and respond to radio-frequency queries from an RFID transceiver. Passive tags require no internal power source, whereas active tags require a power. (For additional information regarding Pack, click the following link: http://www.acq.osd.mil/log/rfid/index.htm.)
MISC Amounts	The MISC Amounts tab allows you to enter miscellaneous charges, credits, and taxes, if authorized under your contract.
Misc. Info.	Misc. Info. Tab appears after you have created your document in WAWF-RA. The Misc. Info tab provides you a complete document history on all documents created against your contracts. Here you will find information such as Invoice receipt dates, acceptance dates, and contact information for any one that has taken action on your documents. This is also where you add attachments to you documents.

Completing the Header and Line Item Tab

Procedure   Follow the steps below to complete Header and Line Item tab for the Cost Voucher.

Step	Action
1	Enter in all required fields. Enter optional fields if required per contract. *Note: If the Payment Office is a MOCAS pay office the Voucher Number will be prefix with BVN.*
2	Verify whether or not this is a Final Voucher and annotate as such in the Drop Down Menu. Result: Header Information complete. We will proceed to Line Item Tab.
3	Click the Add icon ⊟ under the Actions heading to enter the first line item. Result: The Add CLIN/SLIN screen opens.

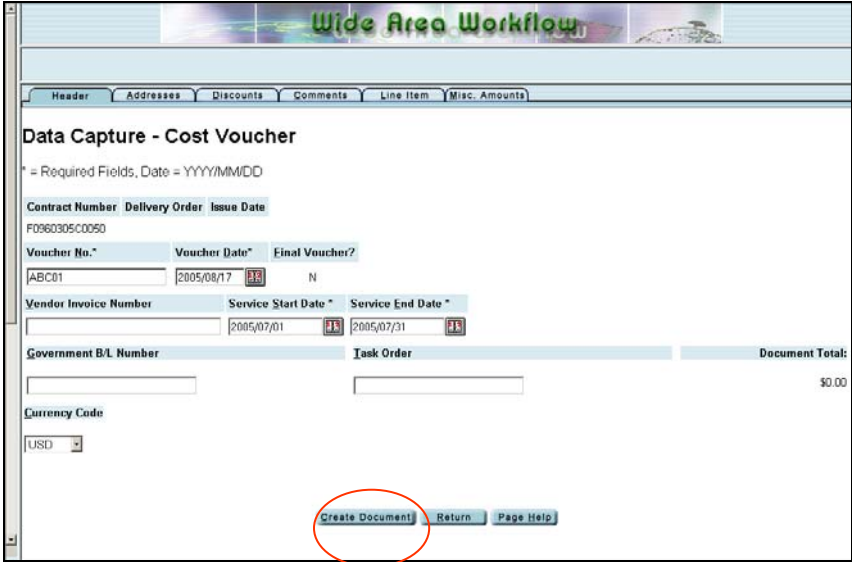**Procedure** (continued)

Step	Action
4	Enter in all require fields. Enter optional fields if required per contract (please refer to your contract). *Note: Based on the payment office DoDAAC selected different tabs may appear. In this example the CLIN/SLIN and ACRN tabs are displayed.*
5	Click **Save CLIN/SLIN**.
6	Add additional Line Item Numbers if necessary by repeating steps 1-3. *Note1: The ✐ symbols you can click on to edit your previously entered line item number.* *Note 2: The 🗑 symbols you can click on to delete your previously entered line item number.*

Completing the Header and Line Item Tab,

Procedure (continued)

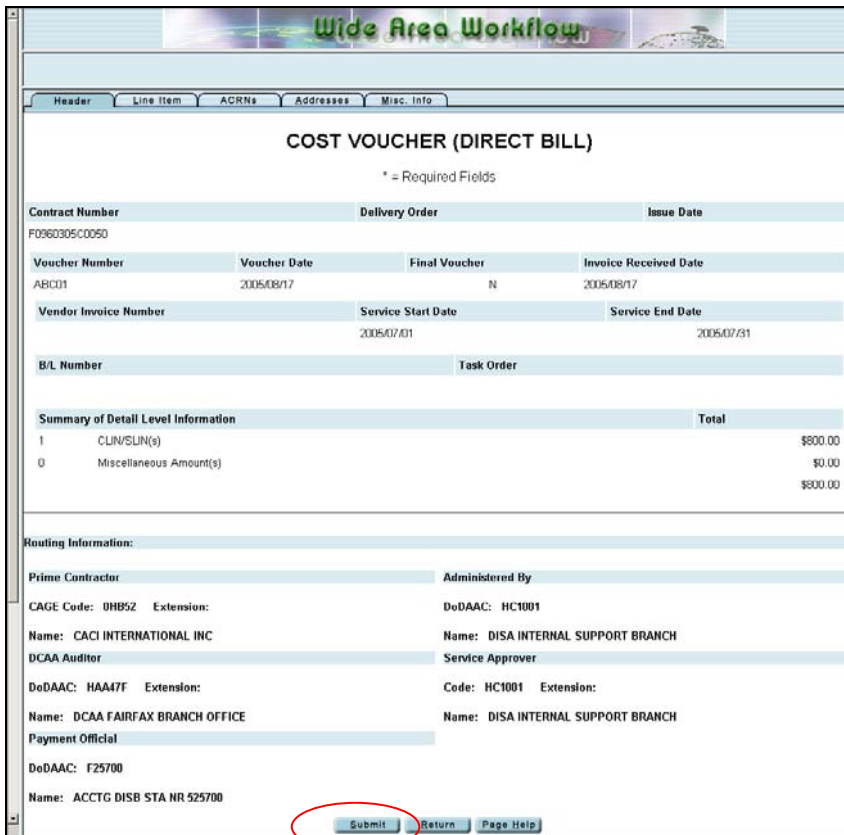| Step	Action
7	Enter any additional information on any optional tabs required for the Cost Voucher.
8	Click on the **Header** tab after entering all the information.
9	Scroll down to the bottom of the screen. Click **Create Document**. Result: The Created Cost Voucher screen opens.

Completing the Header and Line Item Tab,

Procedure (continued)

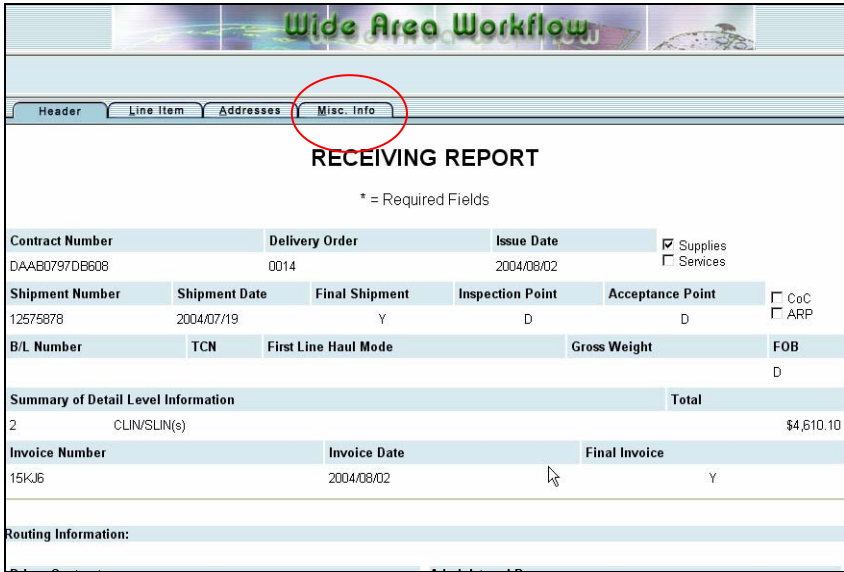| Step	Action
10	Verified information is correct. Scroll down to the bottom to the screen. Click **Submit**. *Note: Now you can add any needed attachments if applicable; refer to "Adding an Attachment" section for a detailed procedure.*

Completing the Header and Line Item Tab, Continued

Procedure (continued)

Step	Action
11	Confirm that you have received a message that your document has been created successfully. The Cost Voucher has been submitted successfully. Contract Number Delivery Order Voucher Number F0960305C0050 ABC01 Email sent to Vendor: wawf_undel@ecedi.nit.disa.mil Email sent to Pay Official: wawf_undel@ecedi.nit.disa.mil Send More Email Notifications Return Page Help *Note: You have the capability to send more emails to users who are not in the workflow; Refer to "Add Additional Emails" section for detailed procedure.*

Adding an Attachment

Introduction   If supporting documentation is to be attached (i.e. spreadsheets, expense receipts, etc) you can add it to a WAWF-RA document
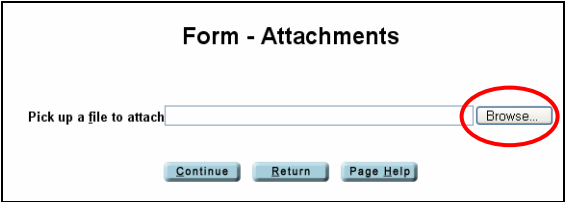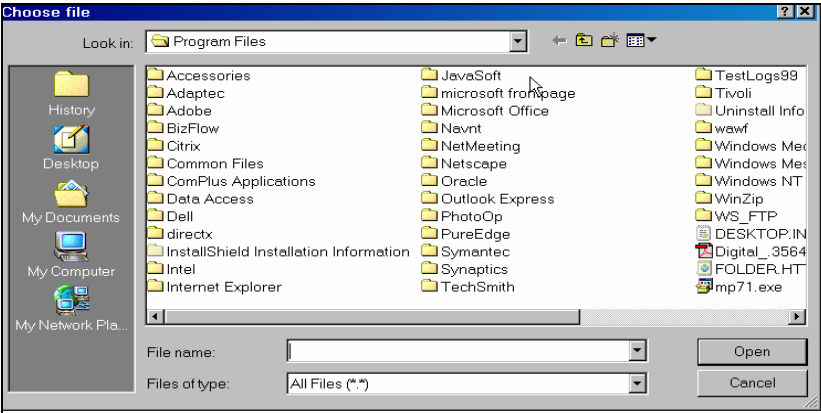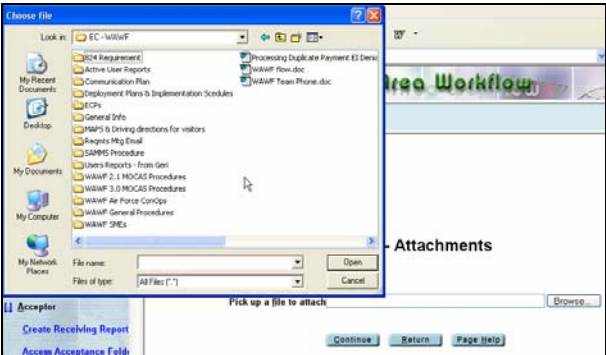
Procedure   Follow the steps below to add an attachment

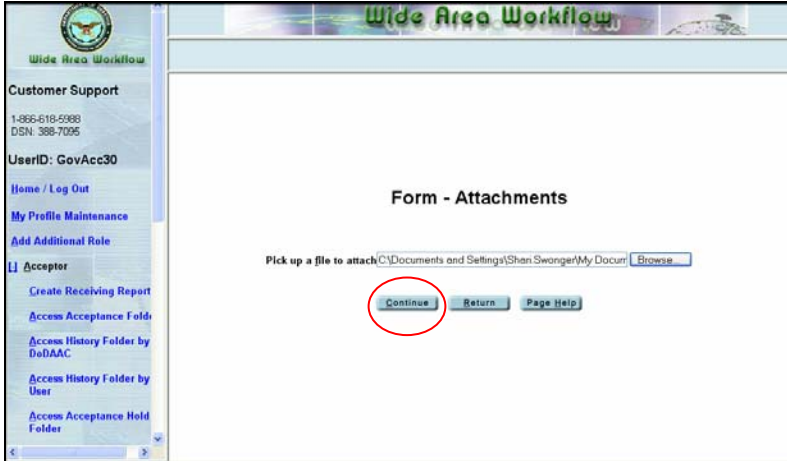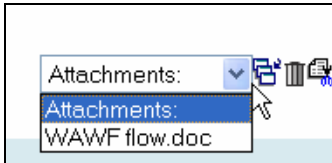| Step	Action
1	Select "**Misc. Info"** tab. At the top of the page before submitting the receiving report.
2	Click the Add icon next to the "Attachments" drop down box as shown below. Result: A Form Attachments screen is displayed.

Adding an Attachment, Continued

Procedure (continued)

Step	Action
3	Click **Browse** on the Attachments page to search for document to attach. Result: A Chose File screen opens.
4	Click on the down arrow on the "Look in:" line and choose the File dialog box to indicate the drive and directory where the attachment is currently filed.
5	Select document to attach by highlighting and click open or double click on the highlighted file.

Adding an Attachment, Continued

Procedure (continued)

Step	Action
6	Click **Open**. *Note: Path to document is displayed in the dialog box*
7	Click Continue.
8	Verify that document is displayed in Attachments: drop down menu. *Note: You may repeat these steps to attach additional documents. Each file should not exceed 2 MB of data.*

Section F – Creating Documents via Templates

Overview

Introduction   WAWF allows you to create documents using template features and pre-population.

The "Template" feature was added to assist you in saving time. It takes a previous document (invoice/receiving report) used and turns it into a template for your new document (invoice/receiving report) by pre-populating fields. This process is very helpful when you have to create similar receiving reports every month.
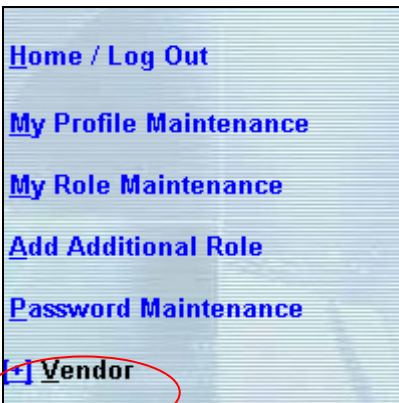
In this section   This section contains the following topics.

Topic
Creating a Document Using a Template
Creating a Invoice from Stand-Alone Receiving Report
Creating Receiving Report from Invoice

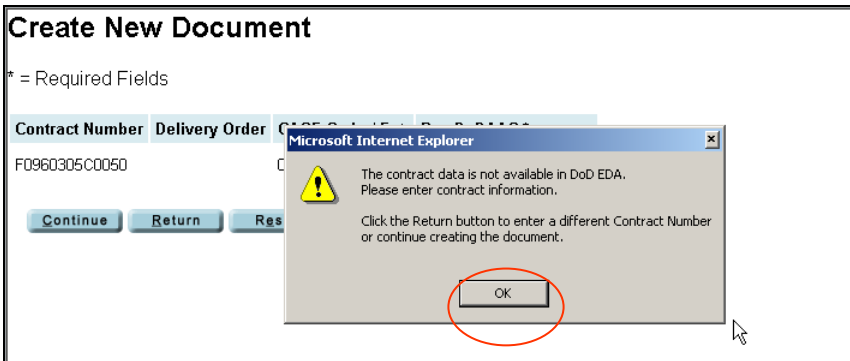# Creating a Document Using a Template

Procedure   Follow the steps below to use the template.

Step	Action
1	Logon to Wide Area Workflow.
2	Click on the **[+]** symbol next to **Vendor** section of the submenu in the left sidebar. Home / Log Out My Profile Maintenance My Role Maintenance Add Additional Role Password Maintenance [+] Vendor Result: Your drop down features will appear.
3	Click **Create New Document**. [-] Vendor Create New Document Create Misc. Pay View Vendor Documents Access Rejected Receiving Reports Access Rejected Invoices
4	Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a required field. **Create New Document** * = Required Fields Contract Number * Delivery Order CAGE Code/Ext. * F0960305C0050 0HB52 Continue Reset Page Help *Important: Although the Delivery Order field is optional in WAWF-RA, if your contract has a delivery order you must enter it in WAWF-RA otherwise leave field blank.*

Creating a Document Using a Template, Continued

Procedure (continued)
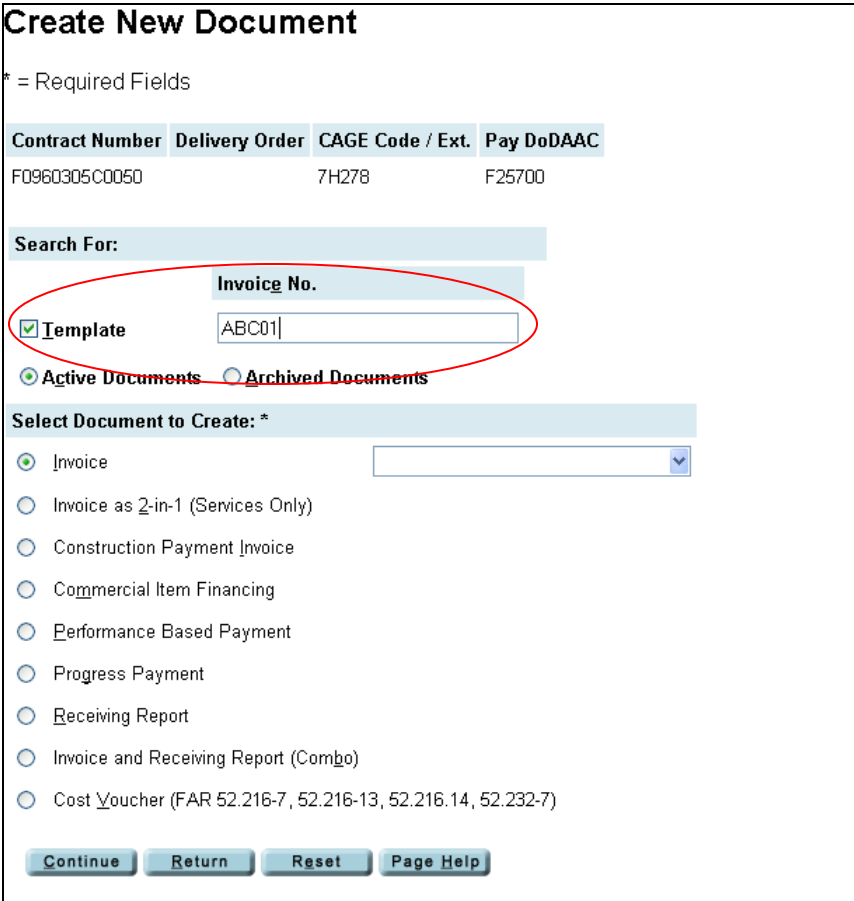
Step	Action
5	Click **Continue.**
6	• If contract is not in EDA or you have not entered the contract number correctly an alert box will appear. • If the contract is located in the EDA system, then the WAWF-RA system would automatically populate certain location code fields (DoDAAC) on this document. Click **OK**.
7	Enter the "Pay DoDAAC" from your contract if not pre-populated from EDA.
8	Click **Continue**.
9	Select the document type you are creating. In this procedure we will use "Combo".

Continued on next page

Creating a Document Using a Template, Continued

Procedure (continued)

Step	Action
10	Click in the check box next to **Template**.
	Create New Document
	* = Required Fields
	Contract Number: F0960305C0050 Delivery Order: CAGE Code / Ext.: 7H278 Pay DoDAAC: F25700
	Search For:
	Invoice No.
	☑ Template ABC01
	⦿ Active Documents ○ Archived Documents
	Select Document to Create: *
	⦿ Invoice
	○ Invoice as 2-in-1 (Services Only)
	○ Construction Payment Invoice
	○ Commercial Item Financing
	○ Performance Based Payment
	○ Progress Payment
	○ Receiving Report
	○ Invoice and Receiving Report (Combo)
	○ Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
	Continue Return Reset Page Help
11	Enter a "Shipment No.", "Invoice No", or leave these fields blank to retrieve all documents created under this contract/delivery order number. .
12	Click **Continue**

Continued on next page
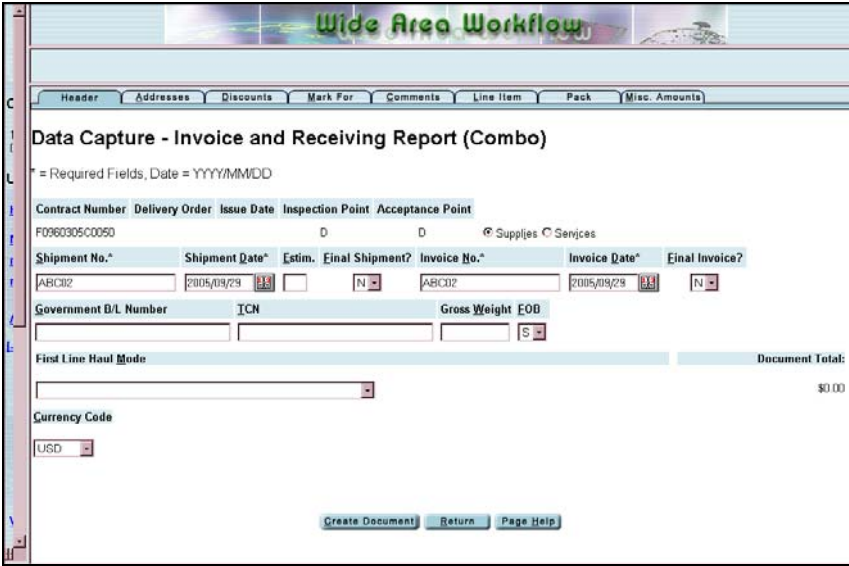
Creating a Document Using a Template, Continued

Procedure (continued)

Step	Action
13	Screen will display a pick list of all documents that is associated with the contract number. Select the radio button of the document you would like to retrieve. **Create New Document** * = Required Fields 	Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC	 F0960305C0050 — 0HB52 — F25700 Invoice and Receiving Report (Combo) Destination Inspection / Destination Acceptance from Template: 	Invoice Number	Invoice Status	Shipment Number	Shipment Status	Date Created	 ⊙ ABC01 — Submitted — ABC01 — Submitted — 2005-09-02 [Continue] [Return] [Reset] [Page Help]
14	Click **Continue**.
15	Verify the Routing Information is still correct, make changes as necessary. **Change Routing Information** * = Required Fields 	Contract Number	Delivery Order	Issue Date	Shipment No.	Shipment Date	Invoice No.	Invoice Date	 F0960305C0050 — — — ABC01 — 2005/09/02 — ABC01 — 2005/09/02 IssueBy DoDAAC / Admin DoDAAC * / InspectBy DoDAAC / Ext. / Mark For Code / Ext. [ ] [S0512A] [ ] [ ] [ ] [ ] Ship To Code * / Ext. / Ship From Code / Ext. / LPO DoDAAC / Ext. / Pay DoDAAC * [HC1001] [ ] [ ] [ ] [ ] [ ] [F25700] [Continue] [Return] [Reset] [Page Help] Click **Continue**. Result: Header tab screen opens.

Creating a Document Using a Template, Continued

Procedure (continued)

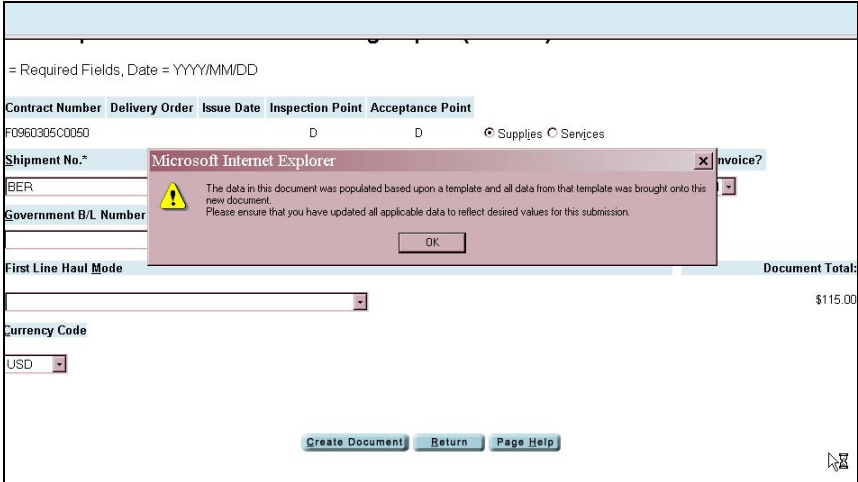| Step	Action
16	Enter all required fields. Enter optional fields if required per contract. *Note: Prior to clicking create document at the bottom of the page; You have the option to edit any information, on any tab, or you are not required to make any changes to your document.*
17	Verify, correct or add any information on the tabs required to create document
18	Click **Create Document** on the Header tab.
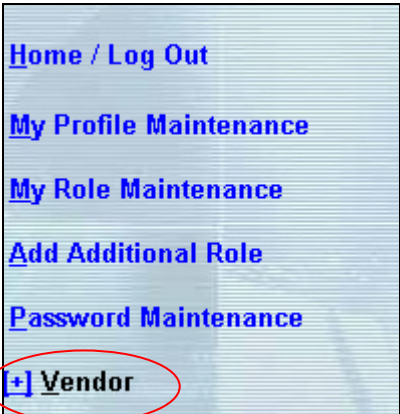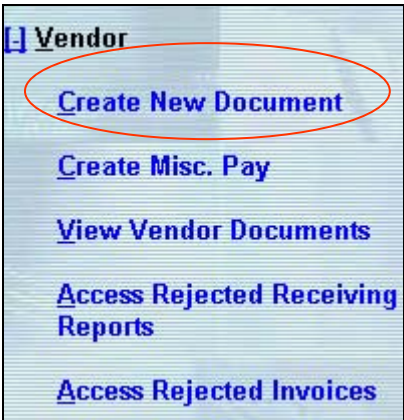
Procedure (continued)

Step	Action
19	An alert box open letting you know information was pre-populated from a template. Click **OK**.
20	Verify information is correct. Scroll down to bottom of document. Click **Submit**. *Note: Now you can add any needed attachments if applicable, refer to "Adding an Attachment" section for detailed procedure.*
21	Confirm that you have received a message that your document has been created successfully. *Note: You have the capability to send more emails to users who are not in the workflow or as listed on your contract. Refer to "Add Additional Emails" section for detailed procedures.*

Creating a Invoice from Stand-Alone Receiving Report

Introduction   A Vendor can create an invoice from a previously created Stand-Alone
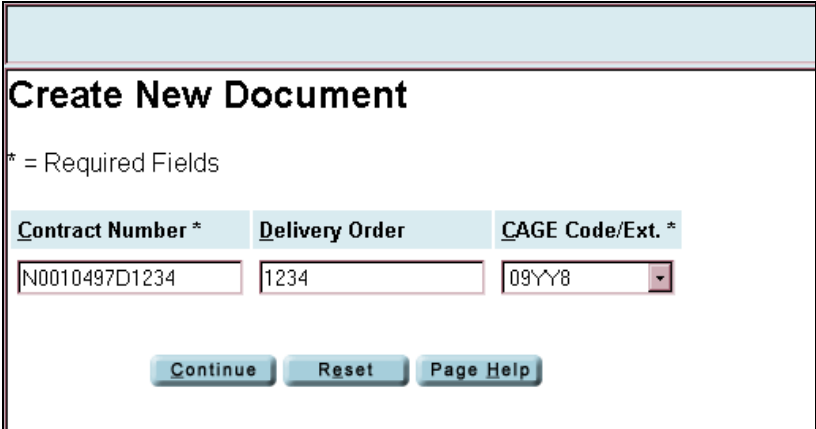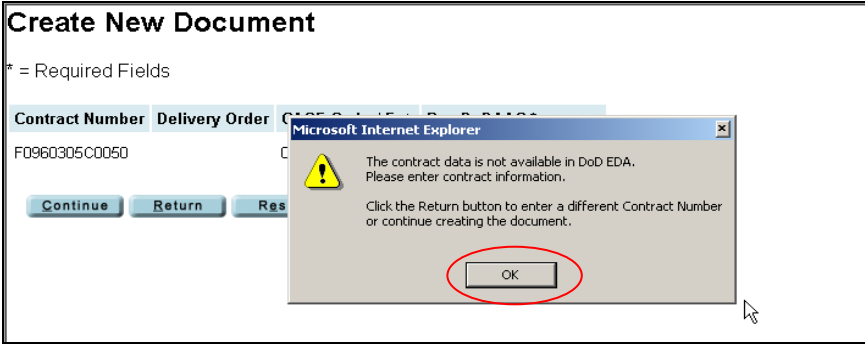receiving report.

Procedure   Follow the steps below to complete contract information.

Step	Action
1	Logon to Wide Area Workflow
2	Click on the **[+]** symbol next to **Vendor** section of the sub menu in the left sidebar. Home / Log Out My Profile Maintenance My Role Maintenance Add Additional Role Password Maintenance [+] Vendor Result: Your drop down features will appear.
3	Click **Create New Document**. [-] Vendor Create New Document Create Misc. Pay View Vendor Documents Access Rejected Receiving Reports Access Rejected Invoices Result: Create New Document screen opens.

Creating a Invoice from Stand-Alone Receiving Report,

Continued

Procedure (continued)

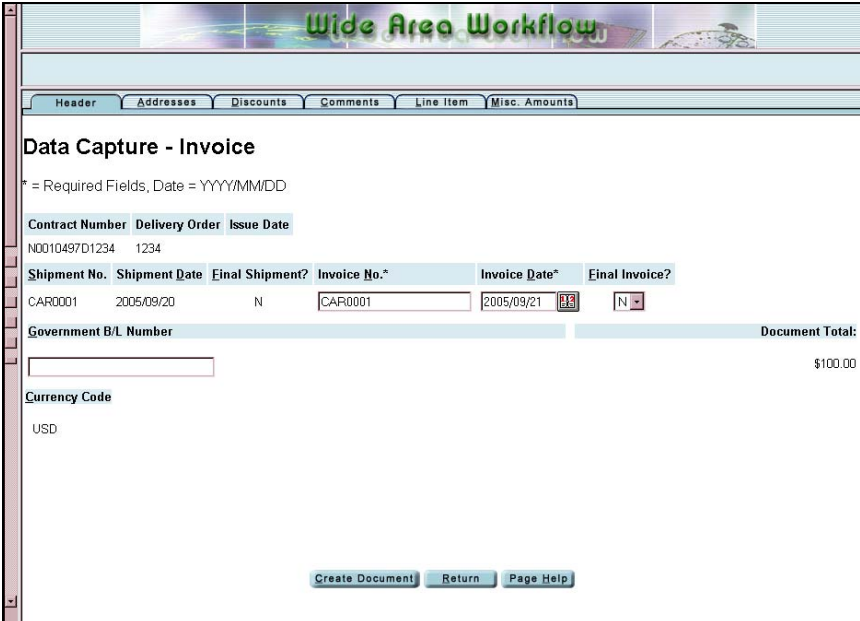| Step	Action
4	Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a required field **Create New Document** * = Required Fields Contract Number * : N0010497D1234 Delivery Order : 1234 CAGE Code/Ext. * : 09YY8 Continue Reset Page Help *Note: Although the Delivery Order field is optional in WAWF-RA, if your contract has a delivery order number you must enter it in WAWF-RA otherwise leave field blank.*
5	Click **Continue**.
6	• If contract is not in EDA or you have not entered the contract number correctly an alert box will appear. • If the contract is located in the EDA system, then the WAWF-RA system will pre-populate certain location code fields (DoDAAC/CAGE) on this document. **Create New Document** * = Required Fields Contract Number Delivery Order F0960305C0050 Continue Return Res Microsoft Internet Explorer ⚠ The contract data is not available in DoD EDA. Please enter contract information. Click the Return button to enter a different Contract Number or continue creating the document. OK Click **OK**.

Step	Action
7	Enter the "Pay DoDAAC" from your contract if not pre-populated from EDA. **Create New Document** * = Required Fields Contract Number: N0010497D1234 Delivery Order: 1234 CAGE Code / Ext.: 09YY8 Pay DoDAAC *: HQ0339 Continue Return Reset Page Help
8	Click **Continue**.
9	Select **Invoice**. **Create New Document** * = Required Fields Contract Number: N0010497D1234 Delivery Order: 1234 CAGE Code / Ext.: 078R6 Pay DoDAAC: HQ0339 **Search For:** Invoice No. ☐ Template ⦿ Active Documents ○ Archived Documents **Select Document to Create: *** ⦿ Invoice [From Receiving Report ▾] ○ Invoice as 2-in-1 (Services Only) ○ Commercial Item Financing ○ Performance Based Payment ○ Progress Payment ○ Receiving Report ○ Invoice and Receiving Report (Combo) ○ Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7) Continue Return Reset Page Help Click check box **From Receiving Report**.

Creating a Invoice from Stand-Alone Receiving Report,
Continued

Procedure (continued)

Step	Action
10	Screen will display a pick list all Receiving Reports that is associated with the contract number. Select the radio button of the document you would like to retrieve.
11	Click **Continue.** Result: The Data Capture screen opens. All information from the Receiving Report is displayed on all tabs
12	Enter "Invoice No." and "Invoice Date".

Creating a Invoice from Stand-Alone Receiving Report,

Continued

Procedure (continued)

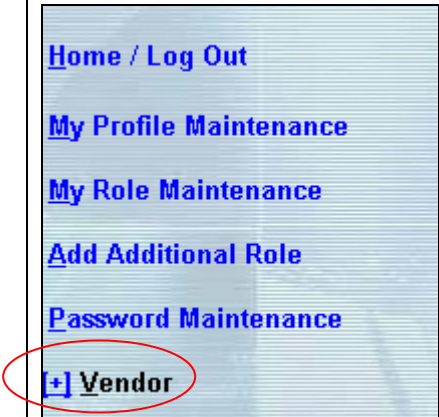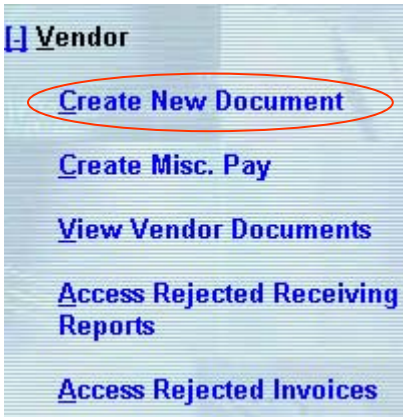| Step	Action
13	Review all tabs for accuracy.
14	Click **Create Document**
15	Verify information is correct. Scroll down to the bottom of screen. Click **Submit**. *Note: Now you can add any needed attachments if applicable, refer to "Adding an Attachment" section for detailed procedure*.

Creating Receiving Report from Invoice

Introduction   A Vendor can create a receiving report from a stand-alone invoice.

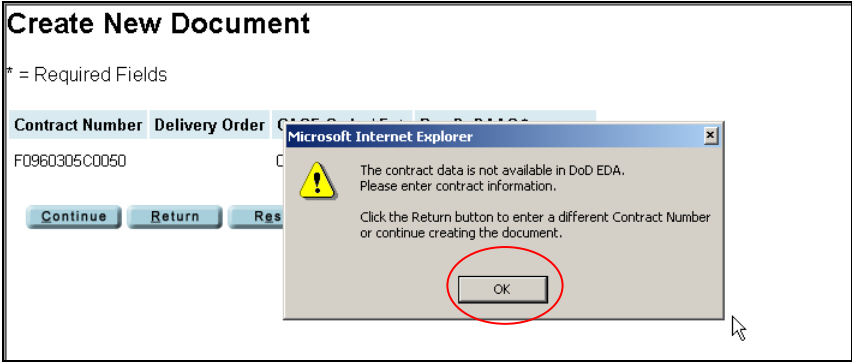**Procedure**   Follow the steps to can create a receiving report from a stand-alone invoice

Step	Action
1	Logon to Wide Area Workflow.
2	Click on the **[+]** symbol next to **Vendor** section of the sub menu in the left sidebar. Home / Log Out My Profile Maintenance My Role Maintenance Add Additional Role Password Maintenance [+] Vendor Result: Your drop down features will appear.
3	Click **Create New Document.** [-] Vendor Create New Document Create Misc. Pay View Vendor Documents Access Rejected Receiving Reports Access Rejected Invoices Result: Create New Document screen opens.

Procedure (continued)

Step	Action
4	Enter in all required fields. Enter optional fields if required per contract. Everything that has an asterisk (*) is a required field. **Create New Document** * = Required Fields Contract Number * Delivery Order CAGE Code/Ext. * DAAB0797DB608 0014 09YY8 Continue Reset Page Help *Note: Although the Delivery Order field is optional in WAWF-RA, if your contract has a delivery order number you must enter it in WAWF-RA otherwise leave field blank.*
5	Click **Continue**.
6	• If contract is not in EDA or you have not entered the contract number correctly an alert box will appear. • If the contract is located in the EDA system, then the WAWF-RA system will pre-populate certain location code fields (DoDAAC/CAGE) on this document. **Create New Document** * = Required Fields Contract Number Delivery Order CAGE Code/Ext. F0960305C0050 Continue Return Res Microsoft Internet Explorer The contract data is not available in DoD EDA. Please enter contract information. Click the Return button to enter a different Contract Number or continue creating the document. OK Click **OK**.

Procedure (continued)

Step	Action
7	Enter the "Pay DoDAAC" from your contract if not pre-populated from EDA. **Create New Document** * = Required Fields Contract Number: N0010497D1234 Delivery Order: 1234 CAGE Code / Ext.: 09YY8 Pay DoDAAC *: HQ0339 Continue Return Reset Page Help
8	Click **Continue**. Result: Create New Document screen opens.
9	Select **Receiving Report**.

Creating Receiving Report from Invoice, Continued
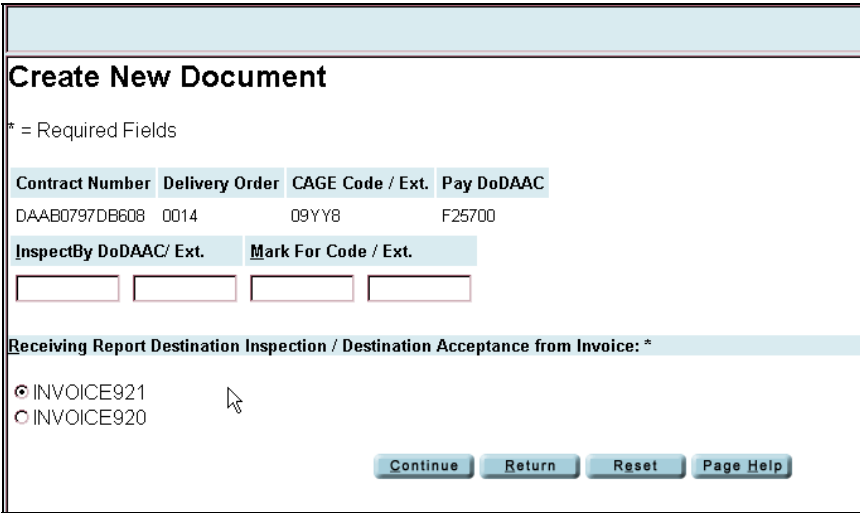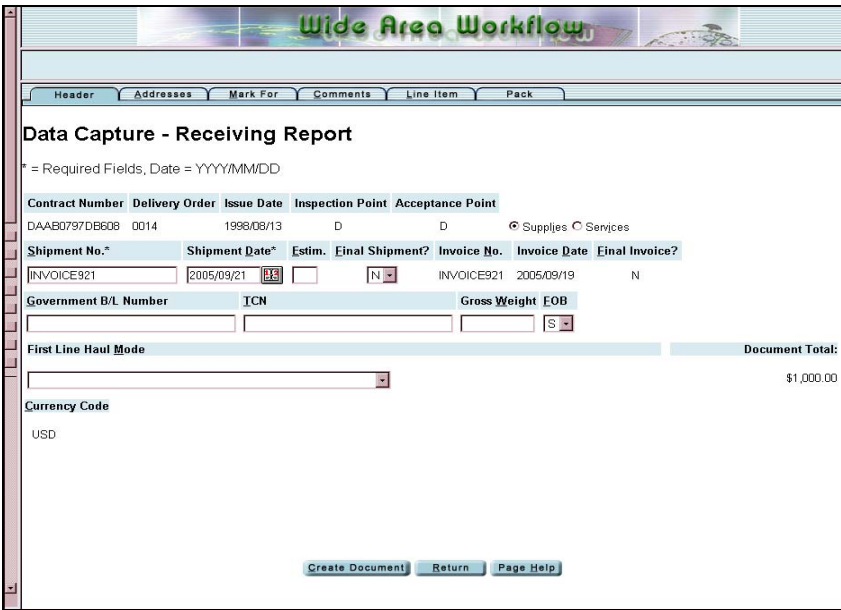
Procedure (continued)

Step	Action
10	Select "Inspection" and "Acceptance" points according to your contract. *Reference* *Source to Source is a one step process. The same person may inspect and accept.* Source/Source workflow *Source to Destination is a two-step process. One person may inspect, and another person may accept.* Source/Destination workflow *Destination to Destination may be a one-step or two-step process (depending on contract).* Destination/Destination workflow *Other permits the acceptance of destination documents at a location other than the "Ship to." The goods or services will be shipped to one location, and the paperwork will be routed to another location for the actual acceptance.*
11	Click the checkbox next to **From Invoice**.

Creating Receiving Report from Invoice, Continued

Procedure (continued)

Step	Action
12	Click **Continue.**
13	Screen will display a pick list of all receiving reports that is associated with the contract number. Select the radio button of the document you would like to retrieve. **Create New Document** * = Required Fields **Contract Number Delivery Order CAGE Code / Ext. Pay DoDAAC** DAAB0797DB608 0014 09YY8 F25700 **InspectBy DoDAAC/ Ext. Mark For Code / Ext.** **Receiving Report Destination Inspection / Destination Acceptance from Invoice: *** ⦿ INVOICE921 ○ INVOICE920 Continue Return Reset Page Help

14	Enter "Shipment No." and "Shipment Date".
	
	Wide Area Workflow
	
	Header Addresses Mark For Comments Line Item Pack
	
	Data Capture - Receiving Report
	
	* = Required Fields, Date = YYYY/MM/DD
	
	Contract Number Delivery Order Issue Date Inspection Point Acceptance Point
	DAAB0797DB608 0014 1998/08/13 D D ⦿ Supplies ○ Services
	Shipment No.* **Shipment Date*** **Estim. Final Shipment? Invoice No. Invoice Date Final Invoice?**
	INVOICE921 2005/09/21 N INVOICE921 2005/09/19 N
	Government B/L Number **TCN** **Gross Weight FOB**
	                                                        S
	First Line Haul Mode **Document Total:**
	                                                                              $1,000.00
	Currency Code
	USD
	
	Create Document Return Page Help

15	Review all tabs for accuracy.

Procedure (continued)

Step	Action
16	Verify information is correct. Scroll down to the bottom of the screen. Click **Submit.** *Note: Now you can add any needed attachments if applicable; refer to "Adding an Attachment" section for detailed procedure.*
17	Confirm that you have received a message that your document has been created successfully. *Note: You have the capability to send more emails to users who are not in the workflow. Refer to "Add Additional Emails" section for detailed procedures.*

Chapter 4 – View Vendor Document Folder

Overview

Introduction   This section covers locating the document ready for acceptance, viewing the document information, and finally electronically accepting or rejecting the document.

Learning Objectives   Upon completion of this chapter, you will be able to

1. Use of the Search Criteria Page
2. View Documents
3. Review Tabs
4. Recall Documents

Contents   This chapter contains the following topics.

Topic
Using the Search Criteria Page
View Vendor Documents Folder
Column Headings
Recall Documents

Using the Search Criteria Page
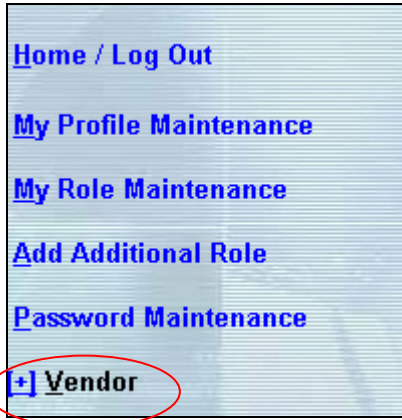
Introduction   To view documents in the Vendor folder you will need to learn to search.

The Search Criteria screen lets you retrieve only documents that meet certain criteria. For example, if you enter a contract number in the "Contract Number" field; only documents with that contract number will be retrieved. If you enter nothing in these fields, all documents are retrieved.

Response times vary depending on the number of documents that must be queried as well as the user's connection speed.
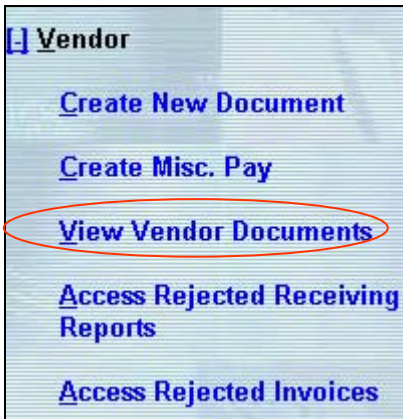
Procedure   Follow the steps below to search for document in the View Vendor Folder.

Step	Action
1	Logon to WAWF-RA.
2	Click on the **[+]** symbol next to **Vendor**. Section of the sub menu in the left sidebar. **Home / Log Out** **My Profile Maintenance** **My Role Maintenance** **Add Additional Role** **Password Maintenance** **[+] Vendor** Result: Your drop down features will appear.

Continued on next page

Procedure (continued)

Step	Action
3	Click View Vendor Documents Result: Search Criteria screen opens
4	Select a **CAGE** from the "Select Location Code." (It is the only required field when searching for a document) *Note– In the drop down box will be all the cage codes you have been activated for within WAWF-RA-RA. You may only search under your active Cage Codes that you have registered for.*

Optional Search Criteria fields	Search by any of the other optional fields. For example, if you enter a contract number in the "Contract Number field, only documents with that contract number will be retrieved. If you enter nothing in these fields, all documents are retrieved. Example given will apply for the shipment number, invoice number, document type or document status. You can enter wild card characters in the optional fields as well.
Wildcard characters	You can use wildcard characters to enter partial information. The percent sign (%) and underscore (_) are wildcard characters. For example, • Entering %A or A% returns documents that have "A" anywhere in the selected field. Entering _BC returns documents that begin with any character and have "B" and "C" in the 1st and 2nd positions of the selected field.

CAGE *

1M3W0

Search For

⦿ **A**ctive Documents   ○ **A**rchived Documents

Contract Number   **Delivery Order**

Vendor (Payee**) / E**xtension   **Ship From / E**xtension

%A

Shipment No.   **Invoice Number**

_BC

Using the Search Criteria Screen, Continued

Important   WAWF-RA stores documents according to a document age and status in either the active or archived document folder.

Active Documents

WAWF-RA **Active Document** folder contains all documents.

Important: For documents that are in a "Void" status for longer than 30 days or "Process" status for longer than 120 days you will be able to locate these in the Archive Documents folder.

Search by dates for Active Documents

To search for a document without a date range will retrieve documents 0-30 days.

Once a document becomes 30 days or older you need to search by using a specific date range.

To search for a document older than 30 days old:
- Select Active Documents AND.
- Enter a specific date range in one of the following "Create Date", "Acceptance Date", or the "Invoice Receive Date."

3 ways to enter dates

When searching by the "Create Date", "Acceptance Date", or the "Invoice Received Date" there are 3 ways to enter the dates.

You can enter the date yourself by typing the year first, then the month and day (YYYY/MM/DD).
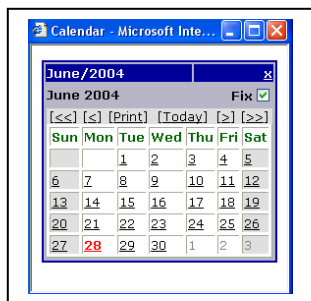
Use the calendar feature, which allows you to retrieve documents within a specific date range. Click on the date from the pop-up calendar feature. The calendar feature disappears, and the date you have chosen appears in the field.

Enter today's date by entering an asterisk (*) in the date field and then tab out of the field.

Tip – Use a range when entering date searches instead of putting in one date when looking for a document. Use possibly the month prior to that document as your begin date and today's date as the end date.

Archived Documents

Documents that have been in "Process" status 120 days or longer or "Void" status 30 days or longer are generally Archived. These documents are accessible to the user in a view-only mode; and they are no longer available for recall for further processing.

Documents which have been related to another document (e.g., stand alone invoice related to a previously submitted stand alone receiving report) will remain in the active database until both documents are in "Process" or "Void". Both documents will be reflected on the same line on the Search Result screen. Documents may be archived for up to 6 years.

Using the Search Criteria Screen, Continued

Search by dates for Archived Documents

To search for documents have been in "Process" or "Void" status you must:

To search for a document :
    Select Archived Documents
Enter a specific date range in one of the following "Create Date",
"Acceptance Date", or the "Invoice Receive Date."
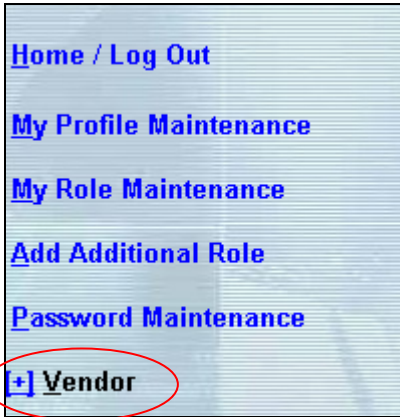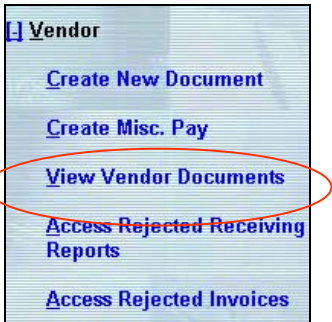
Create Date (YYYY/MM/DD)	Create Date End (YYYY/MM/DD)
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)
Invoice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)

View Vendor Documents Folder

Introduction   "View Vendor Documents" is the history folder for the Vendor WAWF-RA documents. Once a document has been submit the document moves to the View Vendor Documents Folder.

Procedure   Follow the steps below to retrieve documents. In this procedure we will use a Receiving Report as example.
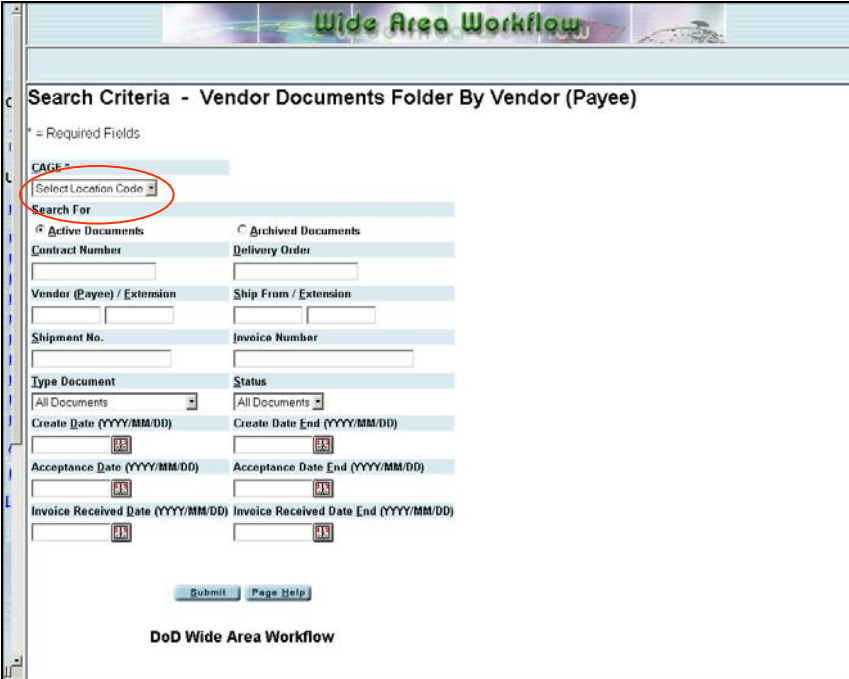
Step	Action
1	Logon to WAWF-RA.
2	Click on the **[+]** symbol next to **Vendor**. Section of the sub menu in the left sidebar. Result: Your drop down features will appear.
3	Click View Vendor Documents. Result: Search Criteria screen opens.

View Vendor Documents Folder, Continued

Procedure (continued)

Step	Action
4	Select a **CAGE** from the "Select Location Code".

Procedure (continued)

Step	Action
5	Click **Submit**.
	Result: Below is an example of the document search results in the Vendor View Document Folder. The information on the top of the screen displays the number of items in the folder.
	Each of the column headings has a title. Several titles are in blue hyperlink. These columns control the sort order of the documents. By clicking on the blue hyper-linked column title, the documents will re-sort alphanumerically based on the contents of that column.
	Vendor Documents from Active Folder By DoDAAC for '0HB52' (12 items, sorted by Contract Number)
	Refer to page 166 "Column Heading" for description of each column.

The table shown in the image:

Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Recall RR	Void RR	Pack	Invoice Number	Invoice Received Date	Status	Recall Invoice	Void Invoice	Amou
1	Receiving Report	0HB52	ATEST		1111		Submitted	R	V							$1
2	Combo	0HB52	CAAE0701LU460		PMB0001	2005-09-27	Processed				12345	2005-09-27	Processed			$144
3	Combo	0HB52	CAAE071LU460		PBJ0001		Submitted	R	V		12345	2005-09-28	Submitted			$255
4	Combo	0HB52	CAAEE0701LU460		PBJ0011		Submitted	R	V		1234	2005-09-28	Submitted			$120
5	Receiving Report	0HB52	DADA1004F0555	W91YTVDADA05555	WILSON1234	2005-09-26	Processed									$5,076
6	Invoice	0HB52	F0960305C0050								1	D2005-09-25	Submitted			$150
7	Invoice	0HB52	F0960305C0050								2	2005-09-29	Submitted			$72
8	Receiving Report	0HB52	TESTING1		12345		Submitted	R	V		00001	2005-09-27	Submitted			$300
9	Invoice	0HB52	TESTINGCIFROMRR								1234	2005-09-26	Processed			$600
10	Invoice	0HB52	V797P6565A								0004	D2005-09-30	Processed			$88,540
11	Invoice	0HB52	V797P6565A	W81K0005F0061							0001	D2005-09-30	Processed			$88,510
12	Combo	0HB52	W911RP04C0001		RANS	2005-09-28	Processed				RANS	D2005-09-28	Processed			$3,958

First   Next   Previous   Last

Return   Page Help

View Vendor Documents Folder, Continued

Procedure (continued)

Step	Action
6	Click on the shipment number under the "Shipment No" column to open the Receiving Report. Note: Clicking on any blue hyper link will result in the opening of a document. Result: Receiving Report opens.
7	Review the document by clicking the different tabs.
8	Click **Return** to return to Vendor Folder.

Column Headings

Description The table below provides a description of the column headings.

Column Headings	Description
Item	WAWF-RA numbers the documents displayed on the search results screen. A maximum number of 25 items will be displayed on the search results screen at a time. To navigate to other sets of 25 items, click on the "First Page," "Next Page," "Prior Page" or "Last Page" links under the last item displayed on the screen.
Type	This column will identify the type of document. The document types currently accommodated are Invoice, Fast Pay Invoice, Invoice 2-N-1, Combo, Cost Voucher, Performance Payment, Progress Payment, Commercial Finance Invoice, and Receiving Report. Refer to the WAWF-RA document section for more information regarding these documents.
Vendor (Payee)	The CAGE code of the vendor submitting the document.
Contract Number	The contract number for which the document is associated. This element also is link to EDA to view the contractual documentation. Refer to the Electronic Document Access links section for more information regarding the EDA links.
Delivery Order	The SPIIN associated with the document.
Shipment No	The Shipment No column provides the shipment number assigned to the receiving report and also a link to the WAWF-RA document image. To view the receiving report image in WAWF-RA, click on the "Shipment No" link for the associated item. Note the shipment numbers in this column are in blue underscored text, indication a link to the image.
Acceptance Date	The Acceptance Date column reflects the date the shipment was accepted. The search results may be resorted using column as a sort parameter. The column header is underscored blue text, indicating that the data may be sorted on this field. To resort the data on this field, click on the column header. The search results will be presented in ascending order.

Column Headings, Continued

Description (continued)

Column Heading	Description
Status	Refer to detailed list on pg 149.
Recall RR	The receiving report recall function is available from the Vendor View Document folder. This column will contain a blue underscored R when the recall function is available. Receiving Report can be recalled as long as no government personnel have taken action.
Void RR	The Void receiving report function is available under the View Vendor Document folder and Access reject folder. Only the initiator, the contractor, may void a receiving report.)
Invoice Number	The Invoice Number column provides the invoice number assigned to the invoice and also a link to the WAWF-RA document image. To view the invoice image, click on the "Invoice Number" link for the associated item.
Invoice Received Date	The date the WAWF-RA system received the invoice. Date appears in red means a discount was offered
Status	Refer to detailed list on pg 149.
Recall Invoice	The invoice recall function is available from the View Vendor Document folder. This column will contain a blue underscored R (R) when the recall function is available.
Void Invoice	Only the vendor (contractor) may void invoices. The Payment Official may only void invoices after reject action
Amount	The amount of the receiving report or invoice.

WAWF Document Status Codes

Defined   The table below defines the WAWF document status codes.

Status Code	Definition
Certified	Has been signed by the LPO.
Pre-certified	LPO has Pre-certified the document
Reviewed	Is in the Pay Office and awaiting processing.
Processed	Has been processed by the Pay office and is within the entitlement system. Payment will be in accordance with Prompt Payment terms.
Resubmitted	Has been corrected by the Initiator and resubmitted for action. (Only seen following a rejection by the government)
Rejected	Has been sent back to the Initiator by the government.
Hold	On Hold within a government user's folder.
Suspended	A temporary status used by the payment office to research potential errors. After research, Pay Office <u>MAY EITHER</u> "PROCESS" into entitlement system manually or "Reject" invoices back to the vendor. **OR** Payment Office will "made ready for recall" receiving reports that need to be recalled by the government official. Note: The Payment Office CANNOT reject receiving reports back to any government officials
Approved	Voucher has been approved by DCAA Auditor
In process	Vendor has submitted interim voucher to DCAA office and DCAA reviewer has reviewer the voucher and made processing recommendations to the DCAAA auditor. Voucher will remain in "IN Process" status until approved or rejected by the DCAA auditor.
Voided	No longer valid for payment

Defined (continued)

Status Code	Definition
Submitted	Receiving Report has been created by the government and is awaiting Inspect/Acceptance. **OR** A document has been created by the vendor and is awaiting government action.
Inspected	Has been Inspected For Source/Source workflow- has been forwarded to the Pay Office unless an LPO is in the workflow. For Source/Destination or Destination/Destination- has been forwarded to the Acceptor for Acceptance signature. For Cost Voucher/Summary Cost Vouchers- document has been provisionally accepted by the DCAA Auditor and has been forwarded to the Pay Office unless an LPO is in the workflow.
Accepted	Has been accepted and is now in the Acceptance History folder. **OR** Document in Accepted status waiting LPO processing, when LPO is designated in the routing. **OR** Has been made ready for recall by payment office on EDI enabled entitlement systems, or is waiting processing by Payment Office if sent on non-EDI entitlement system. **OR** Document is awaiting processing by the Payment Office for NON-EDI enabled payment offices, Air Force receiving reports will remain in accepted status until the payment office moves them from "Accepted" to a "Processed" status.
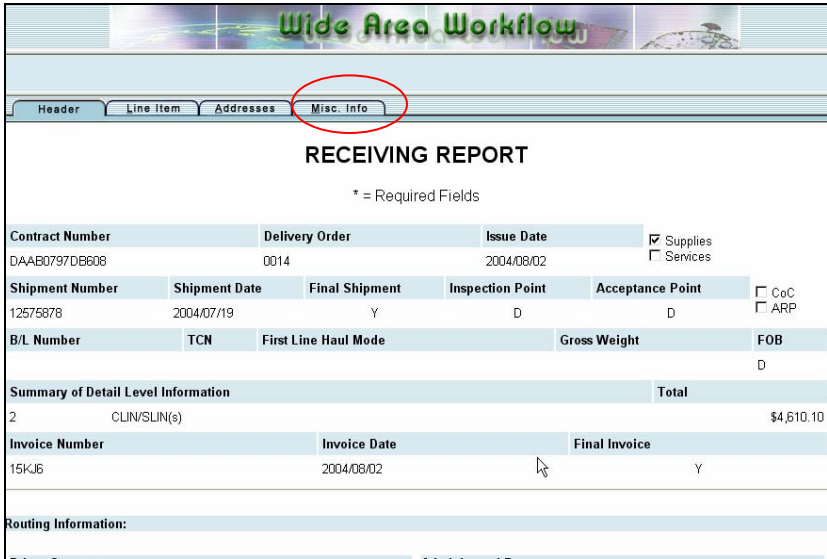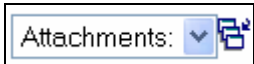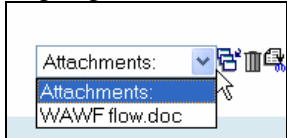
Viewing Attachments

Introduction   To view the file that other parties have attached, you need to extract the file from the WAWF-RA system and place it in your own computer'' file system to view it.
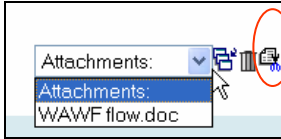
Procedure   Follow the steps below to extract an attachment.

Step	Action
1	Select "**Misc. Info"** tab. RECEIVING REPORT * = Required Fields
2	Click the drop down arrow on the Attachments drop-down box.
3	Highlight the desired attachment.

Continued on next page

Viewing Attachments, Continued

Procedure (continued)

Step	Action
4	Click the Extract Attachment icon. *Result: A File Download alert box appears that asks if you would like to open the file or save the file to your computer.* *Important: It is possible to simply view (clicking the "Open" button) the attachment instead of saving the attachment to your computer. Be aware that the attachment(s) may be large in size so – depending on the speed of your Internet connection – it may take a while for the attachment to open.* *Recommendation: We recommend saving the attachment(s) to your computer instead of viewing them.*
5	A Save As window appears. Select location to save attachment
6	Click **Save** to save attachment to your PC. Result: When the download is finished, a Download complete window will appear.
7	Click **Close**. You may go to the location on the hard drive where you saved the attachment to view it.

Recalling, Correcting and Resubmitting a Document
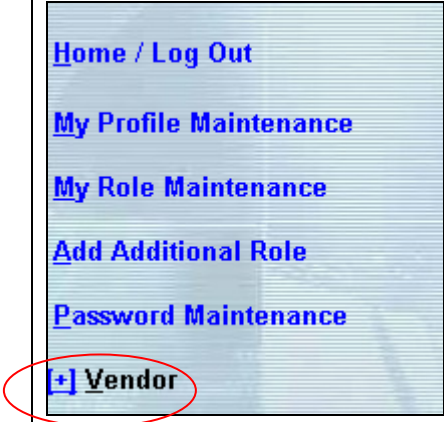
Introduction   If you want to correct the information on a document that was have created, you can recall it and make changes from the View Vendor Document folder if the document is in a status that allows you to recall. (If the next workflow user has not taken action on it).

This is available only if the document you created has an active (R) under Recall available on the document index file.
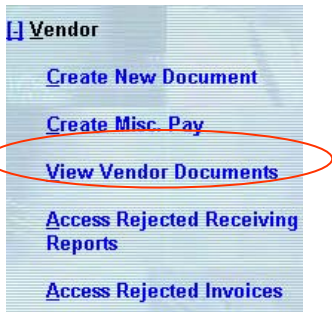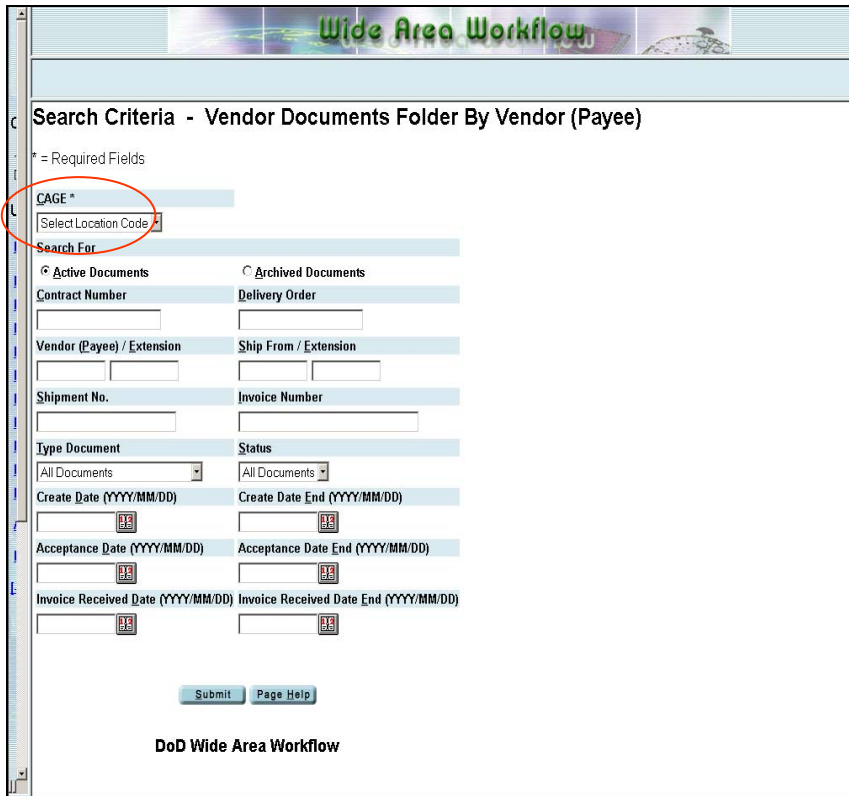
Procedure   Follow the steps below to Recall, correct and resubmit a document. In this procedure we will use a 2-N-1 as an example.

Step	Action
1	Logon to WAWF-RA.
2	Click on the **[+]** symbol next to **Vendor**. Section of the sub menu in the left sidebar. Home / Log Out My Profile Maintenance My Role Maintenance Add Additional Role Password Maintenance [+] Vendor Result: Your drop down features will appear.

Procedure (continued)

Step	Action
3	Click View Vendor Document Folder. **[-] Vendor** Create New Document Create Misc. Pay View Vendor Documents Access Rejected Receiving Reports Access Rejected Invoices Result: Search Criteria screen opens.
4	Select **CAGE** from the "Select Location Code" and enter any additional search criteria if applicable. **Wide Area Workflow** **Search Criteria - Vendor Documents Folder By Vendor (Payee)** * = Required Fields CAGE * Select Location Code Search For ⦿ Active Documents ○ Archived Documents Contract Number Delivery Order Vendor (Payee) / Extension Ship From / Extension Shipment No. Invoice Number Type Document Status All Documents All Documents Create Date (YYYY/MM/DD) Create Date End (YYYY/MM/DD) Acceptance Date (YYYY/MM/DD) Acceptance Date End (YYYY/MM/DD) Invoice Received Date (YYYY/MM/DD) Invoice Received Date End (YYYY/MM/DD) Submit Page Help **DoD Wide Area Workflow**
5	Click **Submit**. Result: History Folder screen opens.

Procedure (continued)

Step	Action
6	Identify document to Recall and click on the "**R**" under the Recall RR column. Vendor Documents from Active Folder By DoDAAC for '1M3W0' (1 items, sorted by Contract Number) Result: Data Capture Receiving Report screen opens.
7	Click on any of the tabs to correct or add information. In this procedure we will edit the line item tab to make correction. *Note: From the Data Capture – 2-N-1 screen, you can not change the contract number, shipment (invoice) number or any of the dates, you have to void the document and recreate a new document.*
8	Click **Line Item** tab.

Procedure (continued)
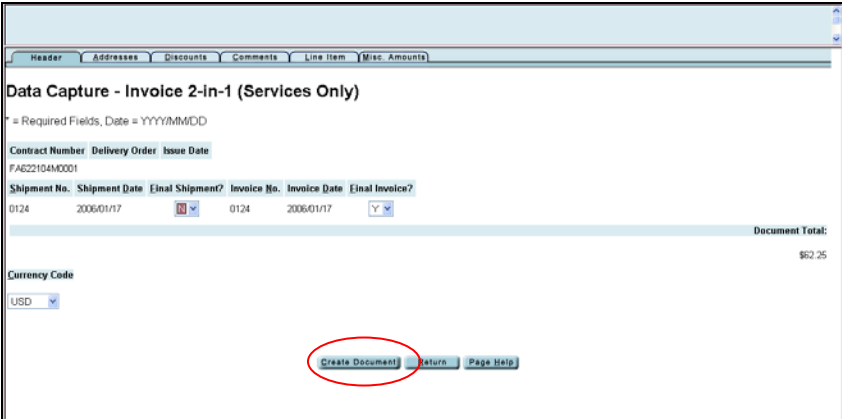
Step	Action
9	Click on the edit ✎ icon. ![Line Item Details screen] *Note: Other choices of action are, delete 🗑 , or add* 🔁 *additional line item information.* Result: Edit CLIN/SLIN screen opens.
10	Correct the appropriate field(s). In this procedure we will correct the quantity. ![Edit CLIN/SLIN screen]
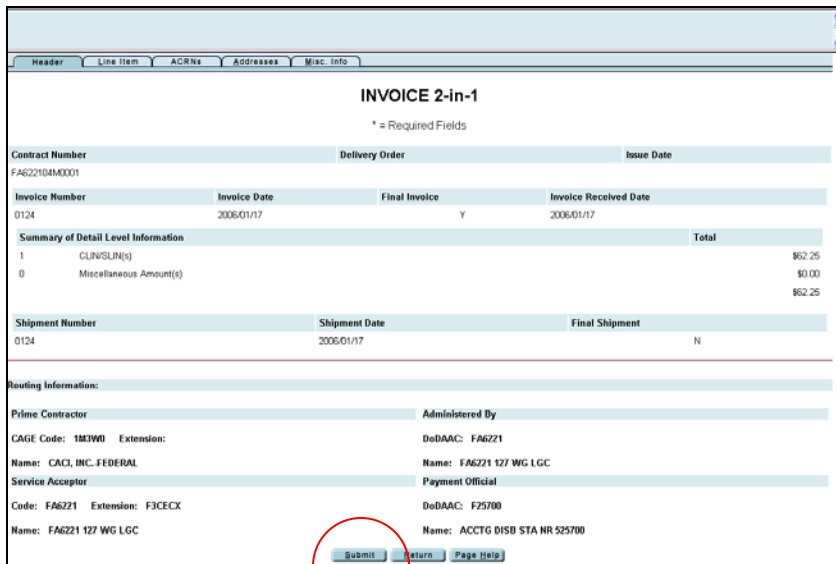
Procedure (continued)

Step	Action
11	Click Save CLIN/SLIN Result: "Line Item Details screen opens.
12	Click **Header** tab. Result: Header tab screen opens.
13	Scroll down to the bottom on the screen. Click **Create Document.**

Procedure (continued)

Step	Action
14	Verify information is correct. Scroll down to the bottom of the screen. Click **Submit**. *Note: Now you can add any needed attachments if applicable, refer to "Adding an Attachment" section for detailed procedure*

Procedure (continued)

Step	Action
15	Confirm that you have received a message that your document has been recalled and submitted successfully. The Invoice 2-In-1 (Services Only) has been recalled and submitted successfully. Contract Number　Delivery Order　Shipment Number　Invoice Number FA622104M0001　　　　　　　　　0124　　　　　0124 Send More **E**mail Notifications [Return] [Page Help] *Note: You have the capability to send more emails to users who are not in the workflow or as listed on your contract. Refer to "Add Additional Emails" procedure for detailed procedure.*

Chapter 5 - Accessing Reject Folders

Overview

Introduction   Once a document has been rejected the document appears in the reject folder. There are 2 Reject Folders one for the invoice and one for receiving reports. These folder 2 folders have the same actions.

Learning Objective   Upon completion of this Chapter, you will be able to

- Resubmit a Document
- Change DoDAAC(s)
- Void a Document.

Contents   This chapter contains the following topics.

Topic
Resubmit a Document
Changing DoDAAC(s)
Voiding a Document
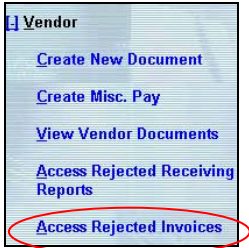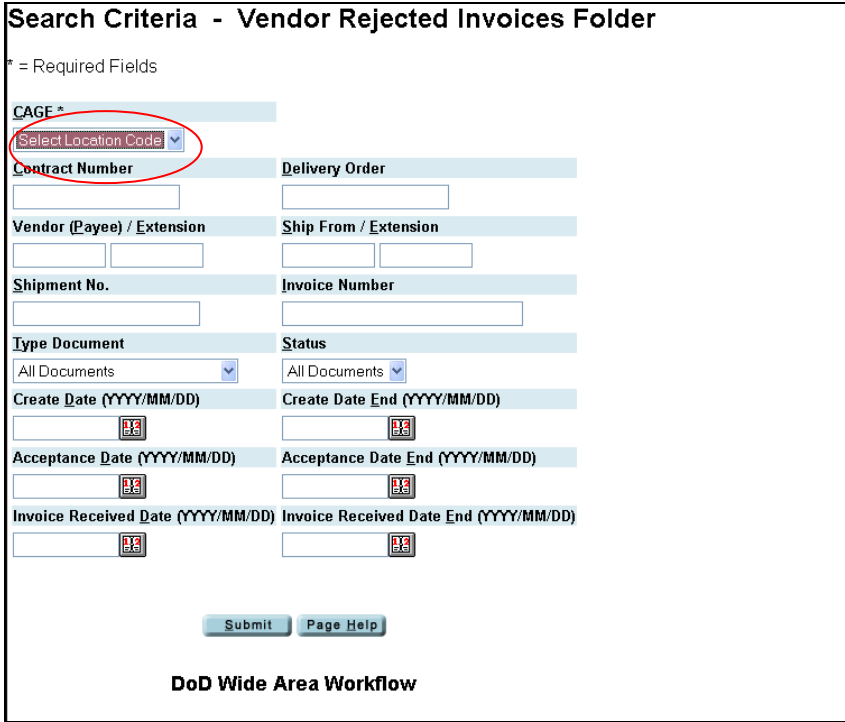
Correcting a Rejected Document

Introduction   In this section you will learn how to resubmit a rejected document. In this procedure we will use the Invoice as our example.
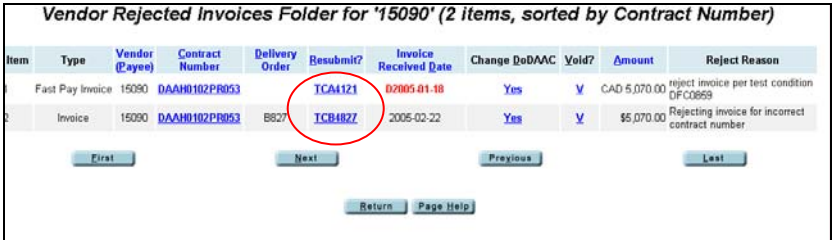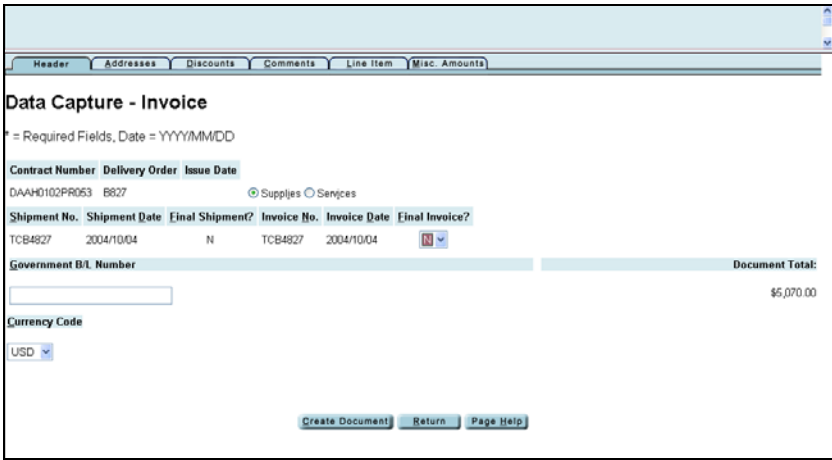
Procedure   Follow the steps below to access and resubmit Invoice in WAWF-RA.

Step	Action
1	From the Vendor Side bar menu, click the "**Access Rejected Invoice**". Result: Search Criteria screen opens.
2	Select **CAGE** from the "Select Location Code" and enter any additional search criteria if applicable.
3	Click "**Submit**". Result: Vendor Rejected Invoice screen opens.

Correcting a Rejected Document, Continued

Procedure (continued)

Step	Action
4	Click on the shipment number hyperlink under the **Resubmit**? Result: Data Capture screen opens.
5	Click on any of the tabs to correct or add information In this procedure we will edit Line Item tab. *Note: You cannot correct the contract number, shipment number, invoice number and dates, you have to void the document and recreate a new document.*
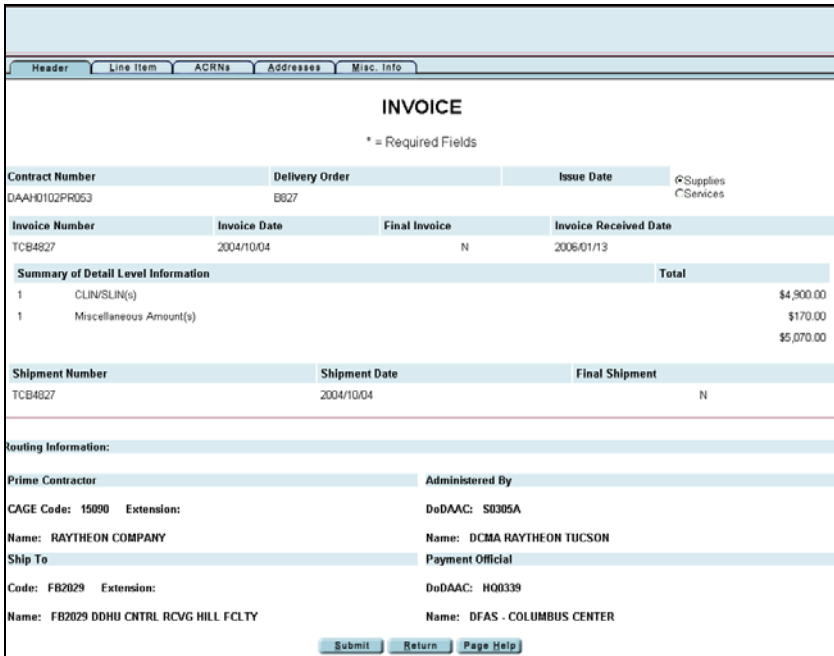
Procedure (continued)

Step	Action
6	Click " Line Item" tab.
7	Click on the edit ✐ icon. *Note: Other choices of action are, is delete🗑 , or add* 🗗 *additional line item information.* Result: Edit CLIN/SLIN screen opens.
8	Correct the appropriate field(s). In this procedure we will correct unit price.
9	Click Save CLIN/SLIN. Result: "Line Item Detail" screen opens.
10	Click **Header** tab. Result: Header tab screen opens.
11	Scroll down to the bottom of the screen. Click **Create Document**. Result: The completed form displays in a Receiving Report template.

Procedure (continued)

Step	Action
12	Verify information is correct. Scroll down to the bottom of the screen. Click **Submit**. *Note: Reattach any attachments (on the Misc. Info tab); refer to 166 "Adding an Attachment section for a detailed procedure.*
13	Confirm you received a message that the document has been created and resubmitted successfully. Emails will be resent to the appropriate workflow user. *Note: You have the capability to send more emails to users who are not in the workflow or as listed on your contract. Refer to "Add Additional E-mails" section for detailed procedures.*

Changing DoDAAC

Introduction   If you have submitted a document with an incorrect DoDAAC "Changing DoDAAC" is another option you can do under the reject folder.

Procedure   Follow the steps below to change a DoDAAC

Step	Action
1	From the Vendor side bar menu, click "**Access Rejected Invoices**". Result: Search Criteria screen opens.

Procedure
(continued)

Step	Action
2	Select **CAGE** from the "Select Location Code" and enter any additional search criteria if applicable.

Search Criteria - Vendor Rejected Invoices Folder

* = Required Fields

CAGE *
Select Location Code

Contract Number

Delivery Order

Vendor (Payee) / Extension

Ship From / Extension

Shipment No.

Invoice Number

Type Document
All Documents

Status
All Documents

Create Date (YYYY/MM/DD)

Create Date End (YYYY/MM/DD)

Acceptance Date (YYYY/MM/DD)

Acceptance Date End (YYYY/MM/DD)

Invoice Received Date (YYYY/MM/DD)

Invoice Received Date End (YYYY/MM/DD)

Submit   Page Help

DoD Wide Area Workflow

Changing DoDAAC, Continued

Procedure (continued)

Step	Action
3	Click "**Submit**". Result: Vendor Rejected Receiving Report results screen opens.
4	Click on "**YES**" under "Change DoDAAC". Result: Change Routing Information screen opens
5	Correct or add any DoDAACs.
6	Click "**Continue**" Results: Data Capture screen opens.

Continued on next page

Procedure (continued)

Step	Action
7	Click "Create Document". *Note: Click on any other tabs to make corrections if necessary.* Result: The Invoice screen opens.

Changing DoDAAC, Continued

Procedure (continued)

Step	Action
8	Verify information is correct Scroll to the bottom of the page. Click "**Submit**". *Note: Reattach any attachments (on the Misc. Info tab); refer to " Adding an Attachment" section for a detailed procedure.*
9	Confirm you received a message that the document has been created and resubmitted successfully. Emails will be resent to the appropriate workflow user. *Note: You have the capability to send more emails to users who are not in the workflow or as listed on your contract. Refer to "Add Additional E-mails" section for detailed procedures.*

Voiding a Document
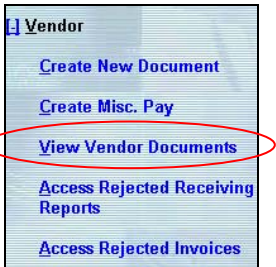
Introduction   Documents can be voided from your View Vendor Documents, Access
Reject Receiving Reports and Access Reject Invoice folders. The user can
void any document that has a blue "V" hyperlink visible in the "Void RR"
column.

For example, suppose a Receiving Report was created with an incorrect
contract number if the "V" is active you can void this document.
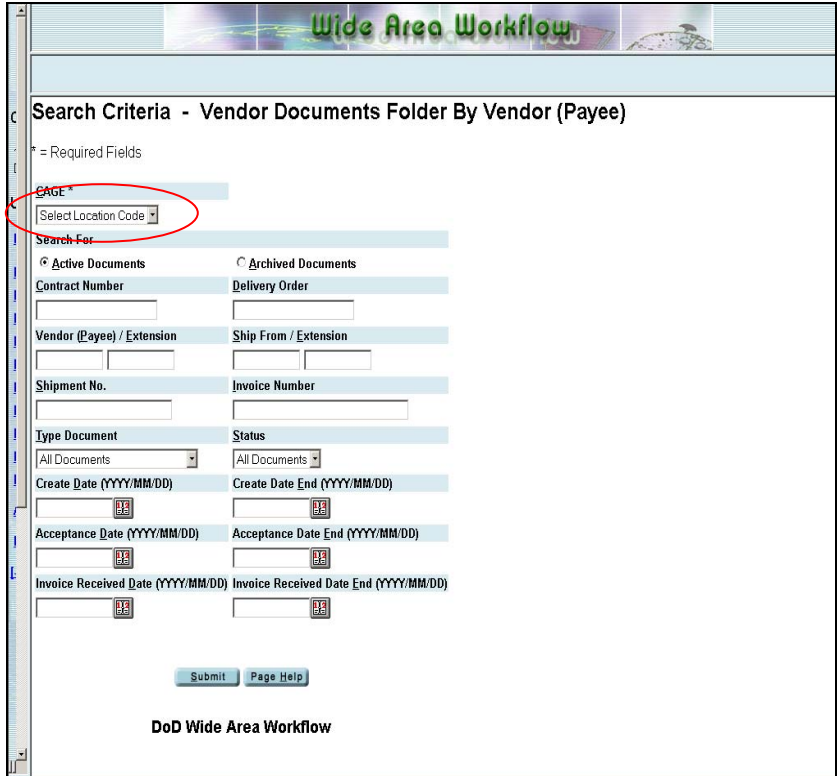
Procedure   Follow the steps below to Void a document. In this procedure we will void a
Invoice in the View Vendor Document Folder for the example

Step	Action
1	Click Access View Vendor Documets Folder **[-] Vendor** **Create New Document** **Create Misc. Pay** **View Vendor Documents** **Access Rejected Receiving Reports** **Access Rejected Invoices** Result: Search Criteria screen opens.

Voiding a Document, Continued

Procedure (continued)

Step	Action
2	Select **CAGE** from the "Select Location Code" and enter any additional search criteria if applicable.
3	Click "**Submit**". Result: View Vendor Document Folder screen opens.

Voiding a Document, Continued

Procedure (continued)

Step	Action
4	Identify document to Void and click the "**V**" under the Void RR column. Result: Warning box is displayed.
5	Click "**OK**" to void the document. *Note: To return to the history folder without voiding, click the "Cancel" button.*

Procedure (continued)

Step	Action
6	Confirm you received a message that the document has been voided successfully. *Note: Once you have voided a document in WAWF-RA the invoice or shipment can be used to create a new document.* Result: The status of the document is now Voided.

Appendix A

Optional Tabs

Overview

Introduction   There may be tabs that may be required by your contracts specific invoicing
instructions but are not mandatory to create documents in WAWF

Contents   This chapter contains the following topics.

Topic
Address Tab
Mark For Tab
ACRN Tab
UID Tab
Milstrip Tab
Pack Tab
Miscellaneous Amounts Tab
Misc. Info Tab
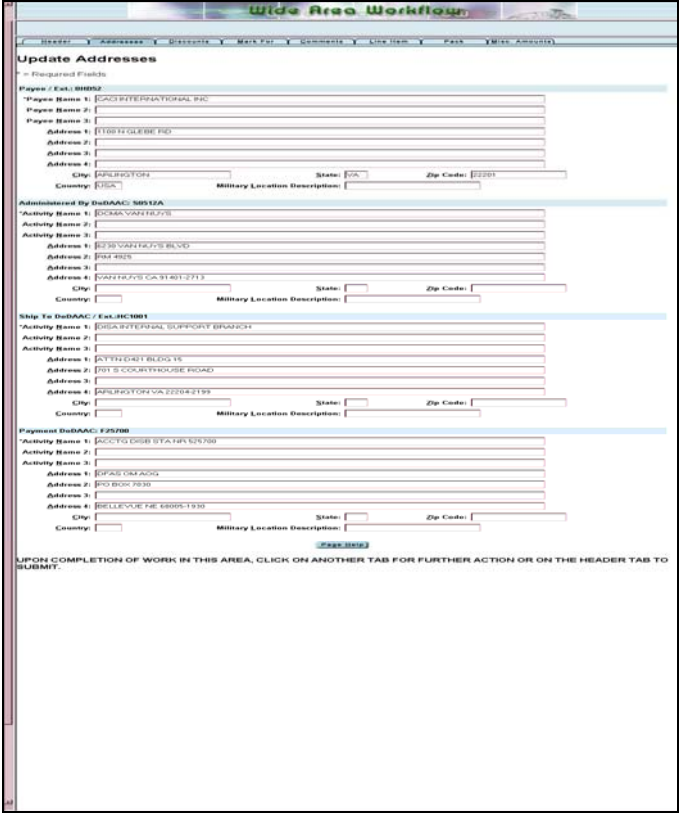
Address Tab

Introduction Based on the routing Location Codes entered, WAWF pre-populates the Address Information for each of the Location Codes in the document. From the Addresses tab, the Vendor is afforded the opportunity to review and/or change this Address Information. No matter what entries are made, there must be at least a name of the organization/agency.

Procedure Follow the steps to verify and correct address tab.

Step	Action
1	Click on **Address** tab.
2	Verify/correct any fields.
3	Complete all tabs required to submit document if not already done so. Return to Header tab to Create Document.
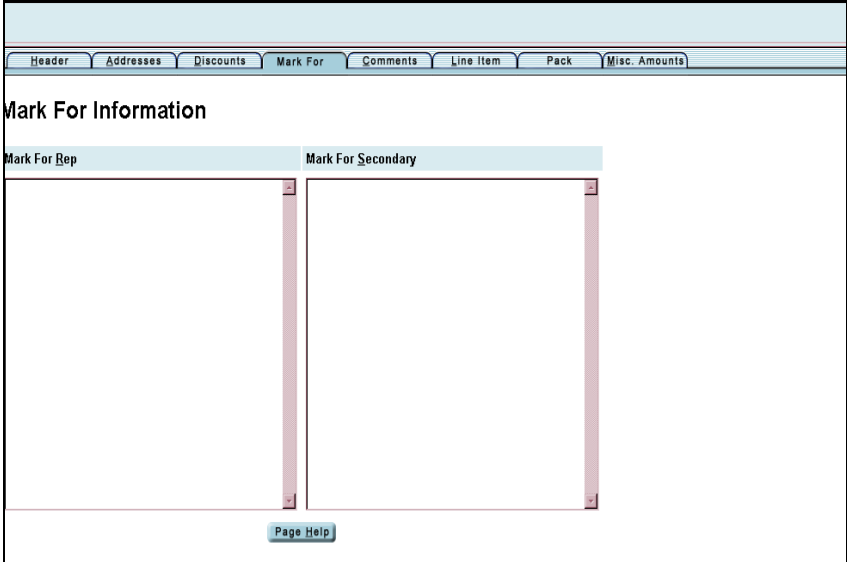
Mark For

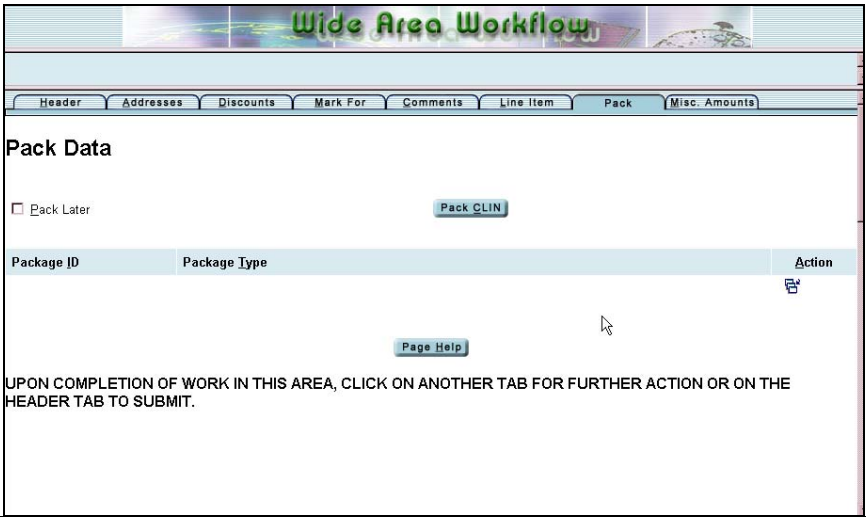**Introduction**   The document initiator is given the opportunity to enter information relating to the Mark For Codes. This information may be as simple as a name, or as complex as routing instructions. Use of these fields is generally pre-determined based on the contract.

Procedure   Follow the steps to add "Mark For" information.

Step	Action
1	Click **Mark For** tab.
2	Enter "Mark For Rep" or "Mark For Secondary"
3	Complete all tabs required to submit document if not already done so. Return to Header tab to Create Document.
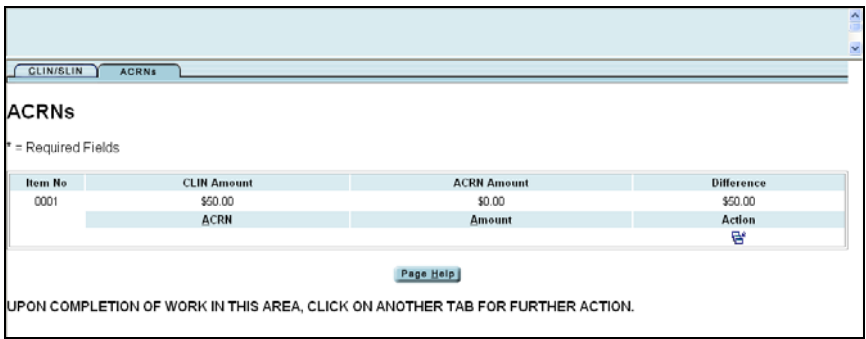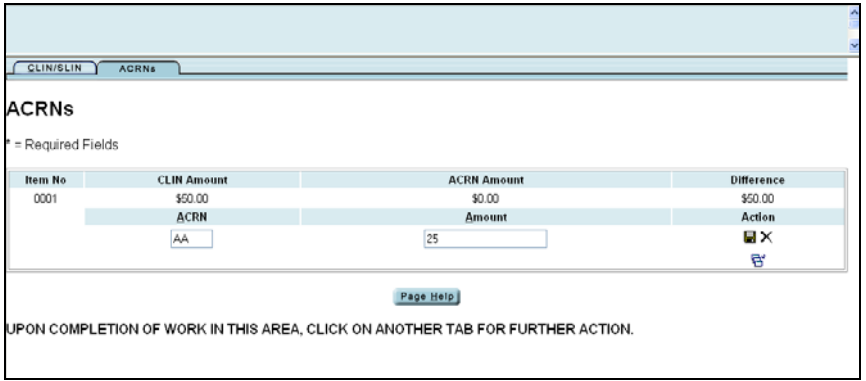
ACRN Tab

Introduction   The ACRN tab allows you to add multiple ACRN to one CLIN if your contract calls for. The ACRNs must balance with the CLIN/SLIN total.
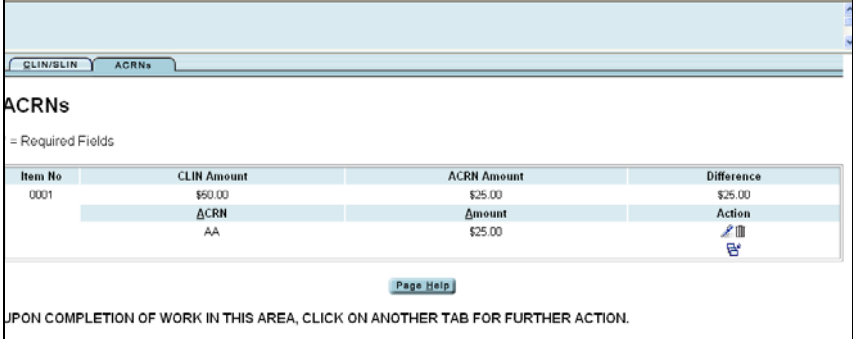
Procedure   Follow the steps below to add multiple ACRNs.

Step	Action
1	Click on **ACRN** Tab. Result: ACRN screen opens.
2	Click on the Add icon under Action.
3	Enter "ACRN" and "Amount". *Note: Options are Save Cancel Add*

ACRN Tab, Continued

Procedure (continued)

Step	Action
4	Click the Save icon ![save icon]. *Note: Repeat steps 2-3 to add as many as needed. You have the option to delete ![delete icon] or edit ![edit icon].*
5	Click **CLIN/SLIN** tab.
6	Click **Save CLIN/SLIN.**
7	Complete all tabs required to submit document if not already done so. Return to Header tab to Create Document.

Unique Identification (UID)

Introduction   UID is a new globally unique "part identifier" containing data elements used to track DoD parts through their life cycle. UID Data is encoded into Data Matrix symbols that are applied to parts using Direct Part Marking processes (DPM). The DoD has moved to this transformation technology to facilitate electronic data capture and transmission.

Procedure   Follow the steps below to add UID.

Step	Action
1	Click **Line Item** tab.
2	Click on the Add icon under Action. Result: Several tabs opens.
3	Click **UID** tab.
4	Click on the Add icon under Action.

Procedure (continued)

Step	Action
5	Enter "UID Type". In this procedure we will use UID1. *Note: Once you have selected the UID type other fields will be required on this screen.*
6	Enter all required fields.
7	Click on the Add icon under Action under the UID Number.

Procedure (continued)

Step	Action
8	Enter all required fields. **Add UID** * = Required Fields UID Number * `12` Serial Number* `12` Save UID Return Page Help
9	Click **Save UID**. Result: Return to Add UID screen.
10	Click **Save UID**. **Add UID** * = Required Fields UID Type * Issuing Agency Code * UID1 - DoD Construct 1, Serialization within the Enterprise D - CAGE Code Original Part Number Enterprise Identifier * `12` `0HB52` At least one UID Number and Serial Number is required. UID Number Serial Number Actions 12 12 Save UID Return Page Help

Unique Identification (UID), Continued

Procedure (continued)

Step	Action
11	Click **CLIN/SLIN** tab if no other UID information needs to be entered.
12	Complete all tabs required to submit document if not already done so. Return to Header tab to Create Document.

Milstrip Tab

Introduction   The MILSTRIP Number is a government-assigned number used to identify a specific piece of material. The MILSTRIP Number for all parts is to be reported as part of the Line Item.
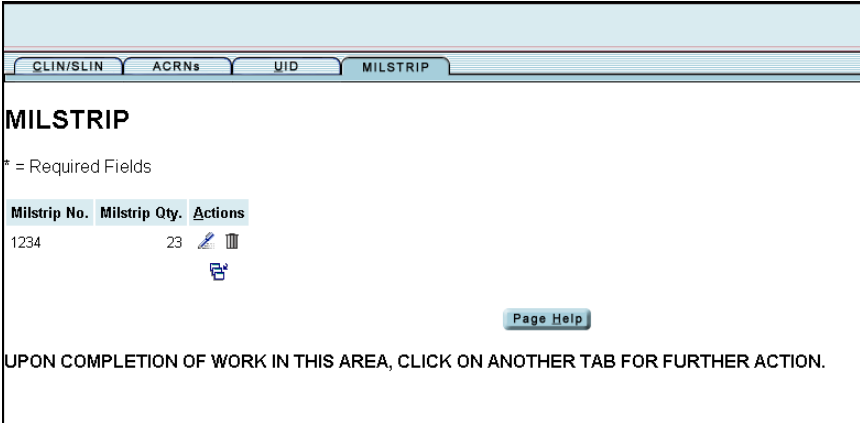
Procedure   Follow the steps below to add milstrip information.

Step	Action
1	Click **Line Item** tab.
2	Click on the Add icon under Action. Result: Several tabs will appear.
3	Click **Milstrip** tab.
4	Click on the Add icon under Action. Result Add Milstrip screen opens.

Milstrip Tab, Continued

Procedure (continued)

Step	Action
5	Enter "Milstrip No" and "Milstrip Qty". **Add Milstrip** = Required Fields Milstrip No. * Milstrip Qty. * 1234 23 Save Milstrip Return Page Help
6	Click **Save Milstrip**
7	Click **CLIN/SLIN** tab CLIN/SLIN ACRNs UID MILSTRIP **MILSTRIP** * = Required Fields Milstrip No. Milstrip Qty. Actions 1234 23 Page Help UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.
8	Complete all tabs required to submit document if not already done so. Return to Header tab to Create Document.

Pack Tab

Introduction

The Pack Tab is used to enter **R**adio **F**requency **I**dentification (**RFID**). RFID is an automatic identification method, relying on storing and remotely retrieving data using devices called RFID tags or transponders. An RFID tag is a small object that can be attached to or incorporated into a product, animal, or person. RFID tags contain antennas to enable them to receive and respond to radio-frequency queries from an RFID transceiver. Passive tags require no internal power source, whereas active tags require a power. (For additional information regarding Pack, click the following link: http://www.acq.osd.mil/log/rfid/index.htm.)
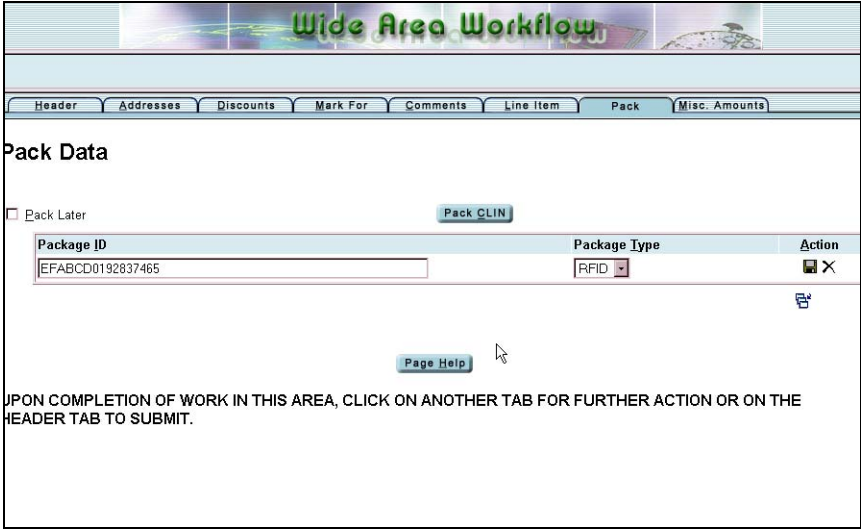
Procedure

Follow the steps below to add Pack data.

Step	Action
1	Click **Pack** tab.
2	Click on the Add icon ⊞ under Action. Result: Pack Data screen opens.

Pack Tab, Continued

Procedure (continued)

Step	Action
3	Enter "Package ID" and select "Package Type". *Note: The package ID for type, RFID, must have a length of exactly 16, 24, 32 or 64.*

Procedure (continued)

Step	Action
4	Click the Save icon *Note: Selecting the Add Pack ID to Pack icon within the box represents placing another container inside that box.* *Note: Selecting the Add Package ID icon outside the box represents putting another container beside the initial container.*
5	Click **Pack CLIN**. Result: CLIN/SLIN Data screen opens
6	Click on the Add icon under Action.

Pack Tab, Continued

Procedure (continued)

Step	Action
7	Enter "Quantity Packed". **CLIN/SLIN Data** *= Required Fields Item No. 0001aa, Stock Part No. 1234567890123, UID N, Qty. Shipped 300, Total Qty. Packed 0, Difference 300, Actions Package ID- Type: EFABCD0192837465 - RFID, Quantity Packed: 1, Actions Continue Page Help UPON COMPLETION OF WORK IN THIS AREA, CLICK ON THE SUBMIT BUTTON TO UPDATE THE PACK STRUCTURE.
8	Click the Save icon
9	Click **Continue**. **CLIN/SLIN Data** *= Required Fields Item No. 0001aa, Stock Part No. 1234567890123, UID N, Qty. Shipped 300, Total Qty. Packed 1, Difference 299, Actions Package ID: EFABCD0192837465, Package Type: RFID, Quantity Packed: 1, Actions Continue Page Help UPON COMPLETION OF WORK IN THIS AREA, CLICK ON THE SUBMIT BUTTON TO UPDATE THE PACK STRUCTURE.

Procedure (continued)

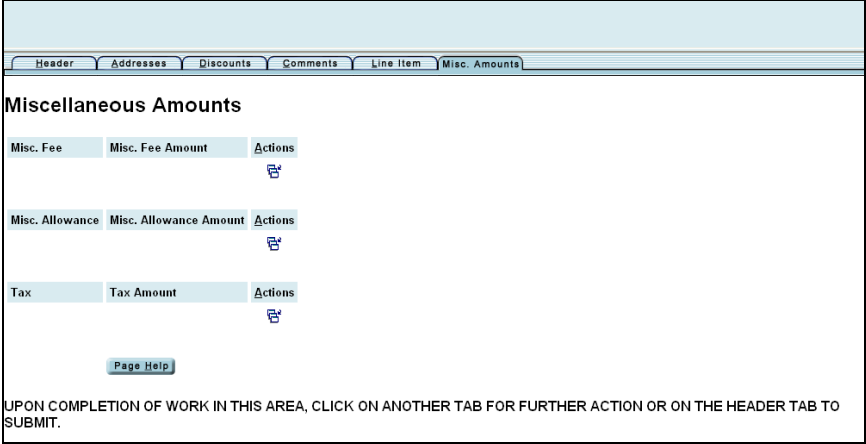| Step	Action
10	If no other pack data needs to be entered, complete all tabs required to submit document if not already done so. Return to Header tab to Create Document. *NOTE: To add packaging information after document creation, go to the Pack Data page that shows the Pack tab, and select Pack Later check box. The document will be displayed in the Initiator's History folder with an Add link under the Pack column.*

Miscellaneous Amount Tab

Introduction   The Misc Amounts tab is where the Initiator provides any additional entries that pertain to his/her contract. These amounts are referenced to the document as an entity and not at the Line Item level. Miscellaneous Fees; CLIN/SLINs, Taxes and Miscellaneous Allowances.
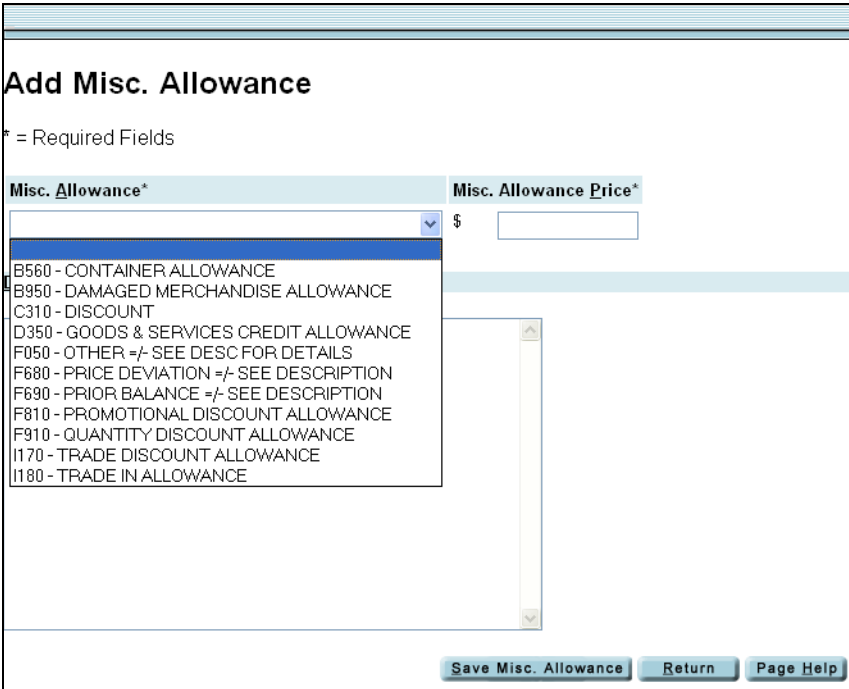
Procedure   Follow the steps below to add misc amounts.

Step	Action
1	Click on the **Misc Amounts** tab. Result: Miscellaneous Amounts screen opens.
2	Click on the Add icon ⊞ under Misc Allowance Action. Result: Add Misc. Allowance screen opens.

Procedure (continued)

Step	Action
3	Select the Misc Allowance that applies to your contract. Description will populated based on selection. *Note 1: Based on the Pay Office selected will determine what options are available.*

Miscellaneous Amount Tab, Continued

Procedure (continued)

Step	Action
4	Select "Misc Allowance" and Misc Allowance Price". **Add Misc. Allowance** * = Required Fields Misc. Allowance* Misc. Allowance Price* C310 - DISCOUNT $ 100.00 Description* DISCOUNT Save Misc. Allowance Return Page Help
5	Click **Save Misc. Allowance**. Result: Miscellaneous Amounts screen opens.

Miscellaneous Amount Tab, Continued

Procedure (continued)

Step	Action
6	Add additional MISC Amounts if necessary. *Note1: The ✎ symbol you can click on to edit your previously entered line item number.* *Note 2: The 🗑 symbol you can click on to delete your previously entered line item number.*
7	Complete all tabs required to submit document if not already done so. Return to Header tab to Create Document.

Misc. Info Tab

Introduction   After the document has been created the Misc Info tab appears.
The Misc Information page contains the information regarding the document
Initiator. This page details all of the actions and various status flags each step
of the way. This is also the page that shows dates, and times actions was
taken, as well as showing the workflow steps in the movement of the
document from Vendor to pay. Attachments are added from this page.
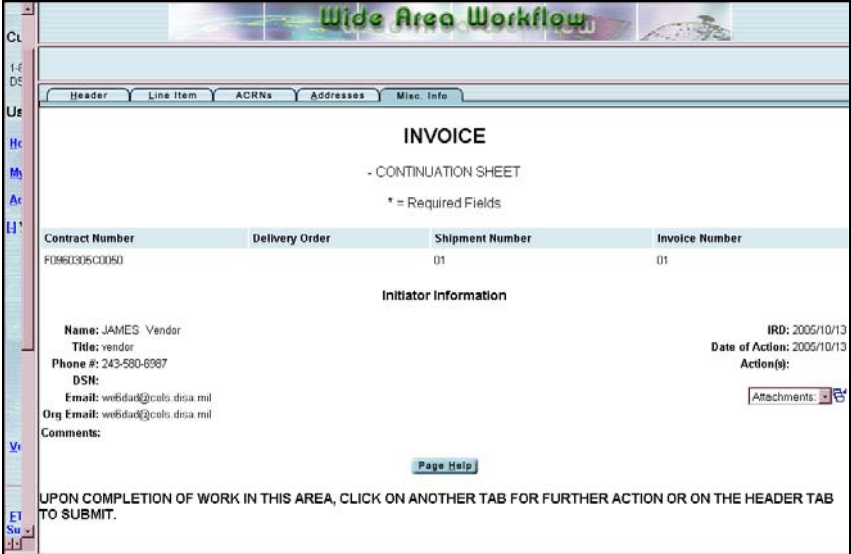
Procedure   Follow the steps below to view Misc Info

Step	Action
1	Click on **MISC Info** tab.

Procedure (continued)

Step	Action
2	View the information of all users in the workflow you has taken action on the document.
3	Complete all tabs required to submit document if not already done so. Return to Header tab to Create Document.